

RESPONSE #106754680 SUBMITTED ON 27/03/18 18:09:02

WEF Voluntary Action Fund Online Application Form

Page 1 of 8 - Fund Name: Workplace Equality Fund

Click here to name this section

1.1 Legal name of your organisation

Legal name of your organisation Fife Employment Access Trust

1.2 Registered address for your organisation

Address 1 6-8 Hanover Court

Address 2 Glenrothes

Address 3 *No answer given*

Town / City Fife

Postcode KY7 5SB

Email [REDACTED]

Website Address <http://www.fifeemploymentaccesstrust.com/>

1.3 Main contact for this application

First Name Duncan

Last Name Mitchell

Position General Manager

Telephone [REDACTED]

Mobile [REDACTED]

Email [REDACTED]

1.4 Bank account details

Name of Bank [REDACTED]

Account Name [REDACTED]

REDACTED -
OUT OF SCOPE



Bank Account Number



Sort Code



Number of signatories



<p style="text-align: center;">REDACTED - OUT OF SCOPE</p>
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1.5 The legal status of your organisation

Legal Status	Company Limited by Guarantee
Other	Registered Charity
Charity No.	SC022263
Is your organisation a branch of another charity/body?	No
Company No.	SC394284
In what year was your organisation established?	1994

1.6 Is your organisation a Social Enterprise?

Is your organisation a Social Enterprise?	No
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1.7 Annual income

What was the income of your organisation in its last financial year?	544361
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No answer given

1.8 Geographical area

In which local authority area is your registered office based?	Fife
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1.9 What are the main aims and activities of your organisation?

What are the main aims and activities of your organisation?	
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Our vision is to enable and support individuals to reach their full positive mental well-being in a culture where there is no stigma. Employing an inclusive, non-judgemental approach to prepare, support and empower people to flourish by managing their mental health for life - whatever life does by: working with others to eliminate the stigma of mental health in the workplace and communities. By providing service-users with strategies to improve resilience and employability. By creating safe, nurturing environments to encourage personal growth. By developing strategic partnerships with diverse organisations that share our vision. By supporting the welfare and professional development of staff and volunteers



so they can provide exceptional services. Specifically we provide a range of self-management, employability and vocational rehabilitation programmes to people with significant mental health conditions, improve daily functioning and develop employability skills to gain paid work. Tackling health inequalities and discrimination underpins our work and we seek to break down barriers by embedding employer training on making adjustments at work and teaching mental health first aid. We aim to help people progress at work in an inclusive environment where diversity is celebrated. We offer a complete employability pathway from early vocational rehabilitation to the 'place then train' Individual Placement and Support model, with employability support for people with moderate mental health illness accessing cognitive behavioural therapy sessions. As world leaders in cognitive remediation therapy, we aim to help people with cognitive impairments improve everyday functioning in areas such as shopping, cooking and working.

1.10 Who are the people involved in your organisation?

How many Board members do you have?	6
How many volunteers are involved?	10
How many full-time staff are employed?	9
How many part-time staff are employed?	9

1.11 Describe the make up of your Board of Trustees/ directors.

Briefly tell us about their skills and experience.

Our board come from diverse back grounds, one is an NHS chartered health psychologist, leading Playfield Institute (an NHS service empowering frontline workers, parents and carers to build the mental health of children, young people and their families in Fife). One is a retired lead pharmacist, mindfulness master and previous NHS lead on prescription cost reduction. One is an experienced project manager running vocational rehabilitation courses to college students and one is a retired army officer with many years project management experience. He has 27 years leadership experience from the army and is a skilled negotiator. One is an IT business owner with many years experience and another is a director with Falkland Centre for Stewardship, an ecology charity and rural enterprise working with disadvantaged young people.

1.12 Independent Referee

Name

[REDACTED]

Position

[REDACTED]

Organisation

[REDACTED]

Address 1

[REDACTED]

Address 2

[REDACTED]

Address 3

[REDACTED]

Address 4

No answer given



Town	[REDACTED]
Postcode	[REDACTED]
Telephone	[REDACTED]
Email	[REDACTED]
Relationship to your organisation	[REDACTED]



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2.1 Name of project Equalities Toolkit

2.2 Project start/end date

Start date (dd/mm/yyyy) 01/06/2018

Project end date (dd/mm/yyyy) 31/03/2019

2.3 Briefly describe your proposed project

Working with A [REDACTED] in workplaces in Leven, Glenrothes and St Andrews, FEAT will provide a series of short informal training sessions focused on mental health in the workplace leading to opportunities for service users with mild, moderate and severe & enduring mental health conditions gaining work experience placements, work trials and paid employment, where possible. In addition, these employers will work with FEAT service users during their employability programmes to provide information on working with them, employer expectations, organisation culture, site visits and mock interviews. Combining the mental health training with the employers and involving service users, our aim is to add deeper understanding of inclusion in the workplace for people with mental health conditions (existing and new staff), knowledge and support in implementing reasonable adjustments, and improving the organisation culture to embed these supportive principles throughout the workplace. Existing staffing within these partner companies varies - [REDACTED] current work programme is in St Andrews, Fife, and staffing levels vary from [REDACTED] at different stages of their construction works including the supply chain staff. [REDACTED] have some seasonal variations but around 45 employees in total including full-time, temporary and casual workers. FEAT service users participating in site visits, employer presentations could be up to 100 over the period, however a lower amount taking up work experience/work trials to be confirmed depending on availability of appropriate opportunities

2.4 Participant Groups Disabled People

2.5 Please describe the need or issue that your project will address, including evidence of need

Many groups continue to face real challenges in the labour market which include disabled people (employment rate of 42.8% compared to 80.2% for non-disabled people (No One Left Behind - Next Steps for the Integration and Alignment of Employability Support in Scotland Report March 2018)). Of that disabled group, those with severe and enduring mental health conditions have a lower employment rate than any other disability group, and this is why we are focusing this work on those with more complex conditions as these are persistent, enduring conditions and inequalities that aren't overcome simply by gaining work - ongoing support will be required to sustain work for this group of people and therefore upskilling employers with the tools to manage these complexities is necessary, to prevent people losing work and opportunities due to their unjust differences. The policy agenda, from health and social care through to employability is increasingly recognising that supporting people with mental health problems into healthy and sustainable work plays a valuable role in their recovery journey and in the maintenance of a productive, healthy life. Taking a preventative approach means that we can reduce the numbers of people accessing acute services. At the same time there is an increasing focus on the importance for employers of creating mentally healthy workplaces to reduce the flow of people moving out of work and into hospital/onto benefits. A recent Fife report "Delivering Differently for Mental Health" identifies problems appearing at three levels:

1. Individual: low self-belief contributing to low aspiration

This is caused by a combination of social stigma, expectations of friends, family, peers and

professionals as well as real, and perceived, lack of experience and skills. Where you live makes a difference too.

The area in Fife with the highest correlation of long-term mental illness and employment deprivation is Levenmouth - a reason for targeting the partner companies in this project (one with several businesses in Leven and the other currently working from St Andrews - easily accessible by public transport from Leven).

2. Services: lack of specialist services and inconsistent delivery/systems between services

The service landscape in Fife is complex and disconnected. There is a lack of specialist employability provision for people with moderate to severe mental health problems and generalist employability services do not appear to be delivering good outcome rates for those with mild mental health problems.

Having our own specialist service directly engage with new partner companies raises awareness and understanding of how best to support these client groups in the workplace, rather than exclude them.

3. Employers: lack awareness of how to support mental wellbeing in the workplace

Whilst there are pockets of good practice many employers lack time and resources to understand the role that mental health and mental illness may play in their workplace. This project will help to understand what Fife's businesses need and best how to support them and therefore collaborating in planning and delivering pre-employability programmes that meet these needs for the future

2.6 Please show how your project would pay due regard to the principles within the Fair Work Framework, namely Effective Voice, Opportunity, Security, Fulfilment, Respect.

Both organisations have agreed to short shutdowns in the workplace of 30 minutes once per week to spotlight specific issues relating to the Fair Work Framework, with a specific slant on mental health and wellbeing objectives. All members of staff will have opportunities participate in these sessions facilitated by FEAT which will provide the safe space for employees to exercise their voice with a view to improving and sustaining improvement in workplace culture. Fair Opportunity follows on from the initial awareness raising period with opportunities to access supported work experience, trials, training or employment for people with mental health conditions with FEAT supporting both the employers and the individuals. Security very much relates to the reasonable adjustments that may be required by our client group to sustain employment, and temporary positions and how they relate to individual's welfare benefit situation in a time of welfare changes through Universal Credit. Our combination of training and interaction between FEAT service users and these employers can help all parties to better understand employment rights and develop working practices and policies that reflect employer and employee needs and rights. Through this programme we will also explore ongoing development opportunities for all employees, encouraging retention of staff and with the potential for existing employees of each company to access FEAT's range of training programmes in personal development, cognitive behavioural therapy, goal setting and mindfulness for the non-accredited personal development and therefore assisting employees more broadly than typical job-related training. All activities will lead to a greater respect between all parties, understanding each others' demands placed upon them, but working together to devise solutions and ultimately creating or improving workplace practices for the benefit of all

2.7 Will your project have a national or local remit?

Local

If it is local, please list local authorities in which your project delivery will take place?
Please select all that apply.

Fife



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3.1 Fund Outcomes

Outcome 1	Employment opportunities and progression in the workplace are improved for participant groups and consideration is given to how this can be embedded into the workplace to ensure lasting change
Outcome 2	Knowledge, skills, policies and practices are improved in order to address employment inequalities, discrimination and barriers/challenges within the workplace
Outcome 3	No answer given

3.2 Describe the project activities to be carried out and any targets for these

4 x 30-minute weekly informal training sessions over 1 month with [REDACTED] (supply chain staff) where operations shutdown. Spotlight on the Fair Work Framework within these sessions and specifically focusing on mental health and wellbeing. Further 4 x 30-minute spotlight sessions on topics highlighted by participants for follow-up or further information and including a session dedicated to wellness recovery action plans / well in work plans. Following the awareness-raising spotlight sessions, organisation of additional activities for FEAT service users within the workplace and within FEAT employability sessions. Within FEAT sessions, activities will include employer presentations to service users about the company; expectations on staff; site visits; mock interviews and workshops. Leading onto work experience placements; work trials (where a vacancy exists); paid employment (where possible) for appropriate service users. [REDACTED]'s current work programme is in St Andrews, Fife, and staffing levels vary from 30-100 people at different stages of their construction works including the supply chain staff. [REDACTED] shut down operations for the period of the spotlight sessions, allowing every staff member to attend. FEAT support around 400 people per year, Fife wide, in a variety of employability programmes and those identified by staff as potentially seeking employment in the construction industry will be supported to attend work placements, trials etc. Those not necessarily looking at construction industry will still be able to take part in a range of activities such as employer presentations about expectations in the workplace; mock interviews etc.

Similar arrangement with [REDACTED] who operate in the hospitality sector specifically within the Levenmouth area of Fife, running a bar, nightclub and a restaurant, as well as HQ operations, with some seasonal variations but around 45 employees including full-time, temporary and casual workers. Again, spotlight sessions as above at appropriate times within the working day, followed by input into FEAT employability programmes and provision of work experience, work trials and employment where possible. Activities co-ordinated by our Assistant Manager with the aims of:
Improving knowledge of understanding amongst existing employees of the Fair Work Framework and principles; Improving knowledge and understanding of mental health and understanding of practices to self-manage mental health and wellbeing both within and outwith the workplace.

3.3 How will you measure that the activities you plan to carry out are being achieved?

Feedback/evaluation forms for each of the spotlight sessions to be completed by all participants, with a pre-questionnaire to work out a baseline of existing knowledge regarding the Fairer Work Framework; Equalities Act and mental health awareness. Activities within FEAT will also require service users to complete evaluations from sessions facilitated or co-facilitated by our partner employers. Quarterly, or more frequent as required, steering group meetings with FEAT, [REDACTED]

management personnel to discuss the provision and ensure benefits for all parties are being achieved. We will also monitor the numbers of all work placements, trials and employment outcomes. Whilst FEAT are experienced in measuring success and achievements of existing programmes of activity, we will also liaise further with the partner employers to use any management information systems they have adopted, with the potential added spin-off of improving our capture of data for future employability programmes. We will also utilise the Fife Health & Wellbeing Alliance's "Health Inequalities Checklist" which is a bullet-point list of activities under 3 themes of "Changing the Ways Organisations Work", "Creating healthier places and communities" and "Supporting healthier lives for individuals". Amongst the points on the checklist to demonstrate improvements are "developing staff skills and knowledge around issues that affect health and wellbeing", "ensuring workers' health and safety and wellbeing through good quality work", "building skills and resources to enable people to improve their health and wellbeing" and "ensuring those at risk have access to preventative health interventions and other appropriate support".

3.4 What difference/change will take place for the beneficiaries as a result of your project activities?

Existing employees of each organisation (and the supply chain) will have an increased understanding of inclusive workplace culture and practices that benefit them and future employees. Existing employees will have an understanding of their scope as workers to 'have a say' and to influence and change practices, the employment conditions they experience, the work that people do and how people are treated at work. For existing employees and FEAT service users, better understanding of how to access work within these organisations firstly and how to progress in work, through personal development opportunities. Existing employees will have opportunities to participate in FEAT programmes of training encompassing personal development, mental health and wellbeing as part of their development within their workforces and opportunities to be supported to mentor FEAT service users on work experience/trials or employment. This will lead to increased personal development of existing workforce and provide opportunities for FEAT service users to gain new skills in a working environment, to add to their CV and employment prospects, and have a clearer understanding of the roles available within the construction and hospitality sector organisations partnering us. We would therefore expect to see improved confidence in all parties; improved practices to be inclusive towards those experiencing mental health issues; and improvement in the strategies of all parties to maintain good levels of emotional health and wellbeing

3.5 How will you measure progress towards achieving the changes/difference made?

Evaluation forms, questionnaires, focus groups, action plans (for the companies and also individuals). Any amended company policies. FEAT service users within our Employ your Mind project also complete a variety of occupational therapy assessments when they begin the project which are tracked over the time of their provision, the Canadian Occupational Performance Measure is used to show the change made in 3 areas of most importance to the individual from a range of measures. The COPM was developed as a client-centred tool to enable individuals to identify and prioritise everyday issues that restrict or impact their performance in everyday living. It has a broad focus on occupational performance in all areas of life, including self-care, leisure and productivity, taking into account development throughout the lifespan and the personal life circumstances and the results of these pre and post provision measurements for those who participate in this specific project can also be captured. We would also welcome the opportunity to have a short independent evaluation of the provision. Again we will use the Health Inequalities Checklist as a baseline.

3.6 What will be the challenges of this project and how will you overcome them?

Logistics will be a challenge working within 2 very different business sectors and ensuring appropriate times for as many staff from each company and the supply chain to be able to attend and participate in spotlight sessions. Utilising a range of FEAT personnel to deliver different elements of the programme will also require a carefully planned timetable,

however this is overcome by our Assistant Manager having a lead role in co-ordination of the project, all partners and staff to ensure the maximum benefit to all parties. Over and above the agreed 30-minute spotlight sessions, there will be a challenge for each employer to enable existing staff appropriate time to attend FEAT for personal development activities and employer presentations and we realise there may be a need for sessions to take place in evenings and over weekends to capture employees from companies who operate 7 days per week. Again, the co-ordination role is vital to ensuring the maximum number of employees from each company can take part.

3.7 How will your organisation work in partnership with other public, private and third sector organisations to achieve greater outcomes?

At this stage we have agreement to work in partnership with [REDACTED]
[REDACTED]. However, utilising staff from across a variety of different FEAT projects, we aim to embed the approaches and the learning from this activity into our ongoing work beyond the period of funding and we are also keen to share this learning for other third sector employability providers to add value to their services in future. [REDACTED]

[REDACTED]. We are also keen to work with employability providers to highlight any vacancies or opportunities that arise with our partner employers that we are unable to fill from our service user group.

[REDACTED]
[REDACTED]
[REDACTED]



4.1 How many staff will be employed on this project?

Staff Details



4.2 Tell us about the key duties, relevant skills and experience of staff to be funded by this project.

The majority of the FEAT staff team hold the internationally-recognised NIDMAR (National Institute of Disability Management and Research) practitioner qualification which has skilled them in job analysis and designing individually-tailored adjustments to working practices to enable them to sustain employment despite inequalities faced due to health or disability. The team are highly experienced in supporting people facing health inequalities to be better included and represented in the workplace and particularly in relation to mental ill-health. Our range of staff operate on projects including Individual Placement & Support (IPS) - Evidence about the benefits of IPS has been collected in response to the aspirations and the rights of people with mental health problems to receive high quality, evidence-based supported employment services. It is clear that IPS is effective and should be available to all who can benefit from it. The opportunity to work should be recognised as an integral part of recovery and of treatment for mental ill health and in Fife our service has been consistently achieving excellent outcomes since establishing the programme in 2015. Within our Employ your Mind programme - which is a self-management and employment preparation programme for people with severe mental health conditions - we have qualified Occupational Therapists and Psychology Assistants combined with employability trainers utilising an evidence-based therapy called cognitive remediation therapy, which helps people overcome cognitive deficits resulting from their illness - such as poor memory, attention, problem-solving skills and information processing. CRT helps people develop strategies that can be used in everyday life to overcome these barriers which have prevented many people from even considering employment as an option. We also have 2 qualified mindfulness tutors delivering courses again to help people self-manage conditions and overcome anxiety, depression, sleeping problems and negative behaviours using simple techniques. Within our Journey to Work programme (aimed mainly at those with milder or moderate mental health conditions) we have staff qualified in delivery of cognitive behaviour therapy to overcome negative thoughts and feelings and solution-focused therapy to improve confidence and wellbeing and activate the learning from CBT. We are an established specialist mental health organisation in Fife. The Lead for this specific project is our Assistant Manager who has 10 years+ experience working within FEAT delivering services as well as a previous background in management, therefore marrying the two skills together to oversee this project and its complexities around timetabling/scheduling; managing the partnership; co-ordinating staff from FEAT and partners to effectively deliver this programme, and ensure evaluation measures are in place and maintain communications with all partners - as well as directly delivering elements of the training programme to companies and FEAT service users.



5.1

Staff Costs (excluding Volunteer costs) [REDACTED]

Volunteer Costs *No answer given*

Direct Project Costs [REDACTED]

Contribution To Overheads [REDACTED]

Total Grant Requested [REDACTED]

5.2 Please tell us if there is anything we should know about the figures in the budget, include an explanation or breakdown to show how main costs were calculated. [REDACTED]

5.3 Is this project part of a bigger project? [REDACTED]

5.4 Can the project go ahead without other funding if the project is part of a bigger project? [REDACTED]

Please provide details: [REDACTED]

5.5 When this funding ends how will the grant continue to have a lasting impact? [REDACTED]

[REDACTED]

State Aid

5.6 It is a requirement of public funding bodies to ascertain the State aid risk in any award of public funding. Are you currently in receipt of any awards or have you received an award in the past two fiscal years?

[REDACTED]

Other funding

5.7 Do you currently receive funding from another Scottish Government Fund?

[REDACTED]

If yes, please provide details of the funding you receive. Please include Date of Award, Amount and Name of fund

[REDACTED]



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6.1 Will your project mainly benefit people from a particular ethnic background?	Yes
A. White	Scottish
B. Mixed or Multiple Ethnic Groups	<i>No answer given</i>
C. Asian, Asian Scottish or Asian British	<i>No answer given</i>
D. African	<i>No answer given</i>
E. Caribbean or Black	<i>No answer given</i>
F. Other ethnic group	<i>No answer given</i>
6.2 Will your project mainly benefit people from a particular age group?	No
If yes, which age group? (Please select all that apply)	<i>No answer given</i>
6.3 Will your project mainly benefit disabled people?	Yes
6.4 Will your project mainly benefit people of a particular gender?	No
If yes, which? (Please tick all that apply)	<i>No answer given</i>
6.5 Will your project mainly benefit people who identify as transgender?	No
6.6 Will your project mainly benefit people who are lesbian, gay or bisexual?	No
6.7 Will your project mainly benefit people of a particular religion or belief?	No
If yes, which specific religion or belief?	<i>No answer given</i>
6.8 Where did you hear about this fund?	Third Sector Interface (TSI)



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Name **Duncan Mitchell**

Position **General Manager**

Date (dd/mm/yyyy) **27/03/2018**

Has this application been authorised by a Senior Management Committee member or a Trustee/Director of the Board? **Yes**

Name of management committee member: **Douglas McPhail**

Position: **Chair**



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A copy of your Memorandum and Articles of Constitution, or other governing document, signed and dated

[Redacted]

Most recent independently examined or audited accounts, or verified statement of income and expenditure (if a new organisation, most recent bank statement)

[Redacted]

A copy of your Equality and Diversity Policy if available

[Redacted]

A copy of your vulnerable adult policy if your project is working with vulnerable adults

[Redacted]

Excel Budget Form (from section 5)

[Redacted]

Attached Files

[Redacted]

[Redacted]

[Redacted]

[Redacted]



[REDACTED]

[REDACTED]

