



**SUSE / Apt and Glasgow City Council  
Delivery Opportunity**

**Project Title: Making Transitions Work  
for All**

## 1. Introduction

The Apt PSP has been awarded funding by Glasgow City Council's Economic Funding Panel to deliver a project to employers in the city.

We are seeking an Apt PSP Partner from the voluntary sector to deliver a major element of this project – the work we will carry out with 10 employers to improve how they attract, recruit and retain disabled people. The provider does not need to be based in Glasgow.

The project start date was July 2022 and it will run for 12 months to June 2023. There is potential to extend this if it is necessary.

## 2. Finance

The funding available to carry out this activity is in the region of £38,000 for staffing (including management) with some additional costs for staff travel and operations.

Providers should include a budget with a clear rationale for costs with their proposal. It should be noted that the successful provider will be required to submit evidence of costs on a quarterly basis as this is required by GCC to enable SUSE to draw down the grant.

VAT is not applicable in this project as it is a grant award from Glasgow City Council.

## 3. Project Description:

### a. Employer Recruitment

Our ambition is to recruit 10 employers in Glasgow who are committed to reducing the Disability Employment Gap. We are looking for enthusiastic employers who wish to participate in the project and act as early adopters who will be examples for other employers in the city.

SUSE will work with the provider to recruit the 10 employers.

Recruitment will be carried out in partnership with a range of key organisations including the LEP, Chamber of Commerce, GCVS, Supported Employment Providers, SUSE members in Glasgow and other employer networks.

New Apt marketing materials are being developed, with one focusing specifically on new employers. It will include the Apt Employer Collaboration Map (see Appendix) and outlines the benefits of getting involved, what they can expect and what is expected from them. The document emphasises that it is a collaborative approach between the employers, Apt and the PSP Partners. This will be available on the Apt website and can be used by the provider.

The provider will work with SUSE, the council and other stakeholders to promote the project to Glasgow based employers.

## **b. Employer Induction and Agreement**

The Appendix of this document has a graphic - the Apt Collaboration Map. That provides a visual representation of what we are describing in the following sections.

The induction will be conducted by the PSP Development Manager in collaboration with the provider. She will be responsible for ongoing liaison with employers from this point onwards and will engage with them (alongside the Apt Evidence & Impact Manager) on a monthly basis.

This will include a full explanation of the project and their role within it, the policy context (the Disability Employment Gap, NOLB agenda in Glasgow etc), introduction/identification of key staff they will have involved, explanation of training support available and customisation of opportunities/interventions and cost benefit analysis.

This will lead to the sign off of an Employer Agreement which clearly details each parties' roles and responsibilities, with agreed timescales and outcomes.

Specifically, the induction and agreement will emphasise that employers are participating in a pilot and how their full participation will help us going forward.

We will attempt to arrive at a monetary value for the assessment and interventions for each employer. Although employers will not be asked to pay or contribute, we believe this will aid their understanding of the value of the project they are participating in.

## **c. Comprehensive Employer Assessment**

The provider will carry out a comprehensive assessment with the employer to identify the support they require to improve the recruitment and retention of disabled people.

If possible, we will attempt to gather data from the employer on their current status. In many cases this will not be available so the provider (and SUSE) will support the employer to put appropriate systems in place (this may be one of their actions). SUSE will supply the assessment document to be used with employers.

## **d. Action Planning**

The provider and employer will agree 2-3 actions and outcomes to be achieved. An appropriate timescale and KPIs will be identified and we will detail who is responsible for each action and element.

The employer will be introduced to the Apt Evidence & Impact Manager at this stage. They will explain the ongoing evaluation activities and how we will ensure these are light touch but effective.

Examples of activities that may be identified and action planned are:

- Digital Recruitment Review
- Accessible interviews
- Creating employer forums
- Advert placement
- Gathering data
- Writing better job descriptions
- Task Analysis
- Job Analysis
- In Work Support
- Accessible Supervision Processes
- Creating Work Experience Opportunities
- The SUSE Inclusive Workplace Award

SUSE will supply the Action Plan to be used with employers.

#### **e. Activity Stage**

This is the main body of the project and is when the provider will carry out detailed 1-to-1 work with the employer to carry out the 2-3 actions that have been identified.

Employers will also have access to a range of training courses if this has been identified in their action plan and supports the achievement of their agreed actions. SUSE will pay for the training courses. Training courses can be delivered by the provider (if they have the expertise to do do) or another Apt PSP partner.

The employer will also engage on an intensive basis with the Apt Evidence & Impact Manager as they are supported to gather information on the changes that are taking place and the impact this is having on their business.

At this stage we are anticipating 5-6 months for these activities to be carried out but in reality this will vary depending on the particular circumstances for each employer and the activities they have chosen as priorities. In some cases this phase may be extended. SUSE and the provider will have ongoing discussions with GCC and keep the council apprised of progress and the reasons for any slippage.

#### **f. Evidence and Impact**

The provider will work closely with the Apt Evidence & Impact Manager to gather evidence of the impact they are making with employers. This will include establishing a baseline and agreeing and implementing measures to enable us to assess and evidence the progress that has been made.

The Apt Evidence & Impact Manager will work on this project for one day per week.

### **g. Review and Evaluation**

SUSE will undertake a review and evaluation of the project to report to Glasgow City Council. We would anticipate a further discussion on additional actions for 2023 - 2024 to help reduce the Disability Employment Gap and engage further employers.

We expect to gather high quality qualitative and quantitative data by February 2023 and will keep GCC updated on our progress. The provider will support SUSE to gather evidence for this report. It should be noted that the evaluation and impact activities we will carry out are new for employers – and will be problematic in some cases, so this will require ongoing effective collaboration between SUSE and the provider.

### **h. SUSE and Glasgow City Council Meetings**

SUSE has agreed the following meeting schedule with GCC. The provider will be expected to attend these meetings and will support SUSE to gather evidence and information as this is requested by GCC.

- Monthly meeting - July 2022 to June 2023
- Quarterly meeting and SUSE report on progress – September 2022, December 2022 and March 2023
- Review meeting - February 2023

### **i. Submitting a Proposal**

We are asking interested providers to submit a short proposal to carry out this work. There is no set format for this but we ask that it is limited to 4 pages and includes a budget. The deadline is 26<sup>th</sup> August 2022.

It should clearly explain your approach to carrying out this project including staffing, resources, collaborations and timings. In particular you should describe how you will work with SUSE to gather evidence of the impact the project makes – this is absolutely essential.

Please note – the PSP is committed to working towards including people with lived experience in all aspects of delivery. It will strengthen your proposal if it helps us to make progress with this agenda.

In the first instance you should contact David Cameron at [david@susescotland.scot](mailto:david@susescotland.scot) if you would like to have a discussion about the project before submitting your proposal.

## Appendix - The Apt Collaboration Map - How we work with employers

