

# Minute of the Employability Strategic Group meeting held on 4<sup>th</sup> April 2014 at Jobcentre Plus, Kirkwall

## 1. Welcome and apologies

### Present:

Karen Johnstone	Jobcentre Plus ( <i>Chair</i> )
Fraser Devine	Voluntary Action Orkney
Karen Greaves	Orkney Islands Council (OIC)
Amy Thomson	Employability Orkney
Andee Fraser	Lifeskills Centres
Doreen Rendall	Skills Development Scotland (SDS) ( <i>part of the meeting</i> )
Erik Firth	Operation Employability ( <i>part of the meeting</i> )

- 1.1 Apologies were received from Frances Webster (SDS), Anna Dawson (SDS), Linda Robertson (SDS), Su Dutton (Orkney Health & Care), Linda Russell (Orkney College), Suzanne Baird (NHS Orkney), Frazer Campbell (Orkney Blide Trust), Stuart Allison (Orkney Islands Council), Chessa Couperwhite, Highlands and Islands Enterprise and Maggie Berston (NHS Orkney).
- 1.2 Karen J welcomed Erik Firth from Operation Employability to the meeting.

## 2. Minutes of the last meeting from 30<sup>th</sup> January 2014

- 2.1 The minutes were proposed by Karen G and seconded by Andee.

## 3. Matters arising and action points from the last meeting

- 3.1 Doreen said that there were no labour market information events planned but an Orkney Higher Education Convention was being held on 25<sup>th</sup> September 2014 in Kirkwall Grammar School.
- 3.2 Karen J said that the autism employability pipeline had been submitted to the Autism Strategy Group who had been pleased with the information provided.
- 3.3 Karen J had a draft of the alcohol and drugs employability pipeline at the meeting.

## 4. Employment worker update

- 4.1 Karen J thanked Erik Firth, on behalf of the group, for all his hard work over the past 6 months. She said that he had made a huge contribution to the role and wished him all the best in his new job.
- 4.2 Erik provided statistics at the meeting on clients and outcomes which were noted. Karen J said that it had been a hugely successful year with an increase in employers using the service and more partners involved.

- 4.3 Karen G said that a trend analysis of the service may be required in the future for community planning partnership inspections. This information would also be useful for funding applications.
- 4.4 Karen G agreed to contact Su Dutton regarding the low number of referrals from OIC. However these clients may already be engaged with other agencies. **ACTION: KG**

## **5. Strategic employability pipeline**

- 5.1 Karen J advised that funding had been secured to work on the strategic employability pipeline for 2 days a week up to the end of April 2014. Karen J thanked Erik and partners for their work and contributions to the pipeline.
- 5.2 Erik said he will also provide a confidential health check for organisations based on their responses with constructive feedback. He has calculated a relatively high cost per outcome (approximately £7,000 per outcome). His final report will include a recommendation that partners should work together to reduce costs. There are some gaps in provision but not many overlaps in services.
- 5.3 Erik will produce a report for the Scottish Government which will include the cost of provision across stages, referral process, current provision, gaps in provision, any overlap, resources, recommendations, development ideas and highlight best practice.
- 5.4 Erik gave an overview of what a web based version of the pipeline could look like. Funding would be required to develop a web based version but the group felt it would be a useful resource to have.
- 5.5 Karen G said that this project had been a good piece of work which had already been used for a funding application. The project had been successful as Erik was able to start work on it immediately.

Erik left the meeting.

## **6. European Structural and Investment Funds (ESIF)**

- 6.1 Karen G gave background information on ESIF. Karen G and Karen J submitted a strategic bid for Orkney as individual organisations cannot apply. There was a short timescale that the bid had to be submitted by therefore the information from the strategic employability pipeline was extremely useful. The final allocation process has yet to be confirmed. The Scottish Government has been collating the bids.

## **7. Employment worker**

- 7.1 Interviews had been held for the employment worker post by Karen J and Amy. The appointed person was still to be notified.

7.2 Karen J explained that the funding for the post is secure up to August 2014. However it is hoped that the post will continue until March 2015 with funding from OIC and JCP. The post is funded for 4 days a week.

## **8. Alcohol and drugs employability pipeline**

8.1 Karen J provided a draft of the alcohol and drugs employability pipeline.

## **9. Employability Fund**

Doreen informed the group that recontracting for Employability Fund provision in Orkney for 2014-15 had been completed. Contracts had been issued to Lifeskills Centres and Orkney College for stages 3 and 4.

Doreen left the meeting.

## **10. Updating of Single Outcome Agreement**

A general discussion around the data required for the SOA for 16/17 was had and figures were agreed for the majority of the outcomes. Fraser is to seek clarification from Gail on 2.3 Number of Volunteers, and Karen agreed to speak with Gail to establish whether she was happy to continue to gather data for 2.4.

## **11. Agency update**

Fraser stated that funding had now been secured for the CONNECT project and it was now back to 5 days per week.

## **12. AOCB**

13. **Date of next meeting** – to be emailed.