

# **Minute of the Employability Strategic Group meeting held on 24<sup>th</sup> June 2014 at 1.30pm at Jobcentre Plus, Kirkwall**

## **1. Welcome and apologies**

### **Present:**

Stuart Allison	Economic Development, OIC
Sue Baird	NHS Orkney
Fraser Devine	Voluntary Action Orkney
Su Dutton	Orkney Health and Care
Andee Fraser	Lifeskills Centres
Karen Greaves	Orkney Islands Council (OIC)
Suzy Hopkins	Orkney Blide Trust
Heather Manson	Education, OIC
Doreen Rendall	Skills Development Scotland (SDS)
Linda Russell	Orkney College
Rhona Shearer	JobCentre Plus (JCP)
Amy Thomson	Employability Orkney
Hannah Thomson	Community Planning, OIC

- 1.1 Apologies were received from Maggie Berston (NHS Orkney), Frazer Campbell (Orkney Blide Trust), Chessa Couperwhite, (Highlands and Islands Enterprise), Anna Dawson (SDS), Harvey Johnstone (OIC), Karen Johnstone (JCP), Jackie Thomson (OIC) and Frances Webster (SDS)

## **2. Minutes of the last meeting from 4<sup>th</sup> April 2014**

- 2.1 The minutes were proposed by Fraser and seconded by Amy.

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

- 3.1 Karen G had concluded with Su Dutton that although there appeared to be a low number of referrals from OIC, they were confident that everyone was being captured. Karen G explained that if any partners are aware of individuals or groups who are being over-looked, this should be raised with the ESG.

## **4. Election of Chair**

- 4.1 Due to Karen J's new role, she has opted to stand down as Chair of this group.
- 4.2 Karen G was proposed by Rhona and seconded by Stuart. There were no other proposals. Karen G was elected Chair.

## **5. Minute Taker**

- 5.1 Doreen has resigned as Minute Taker for ESG meetings. Karen G thanked her for the work she has done in this role. Doreen will continue to attend meetings as SDS representative.

- 5.2 Karen G explained that Heather Manson will be taking Minutes of ESG meetings from now on. Heather is heavily involved in the Youth Employment sub-group and is responsible for administering the Youth Employment Scotland (YES) funding. *Opportunities for All* is also in Heather's remit.

## 6. Strategic Employability Pipeline

- 6.1 The review of the strategic employability pipeline is complete and a draft report has been produced by Erik Firth.
- 6.2 The report was carefully examined and amendments suggested. Erik will be invited to the next meeting to discuss the document. Partners recognised the effort made by Erik with the report.

Amy, Doreen and Hannah left the meeting (2.45pm)

## 7. European Structural and Investment Funds (ESIF)

- 7.1 A 'marker' bid has been submitted for Orkney in the region of £2.8M over 5 years. When received, the funding could be distributed through the Community Planning Partnership. Any ESIF requires match funding by OIC and/or other large funders.
- 7.2 The strategic employability pipeline report will be a useful document for identifying gaps and priorities.
- 7.3 Scottish Government are yet to produce guidance for ESIF.

## 8. Employment Worker Update and Annual Report

- 8.1 Hazel Keveren left the post of Employment Engagement Worker on 9<sup>th</sup> June. Kerry Omand has been appointed and commenced the post on 16<sup>th</sup> June.
- 8.2 The annual report from the Employment Engagement Worker detailing the number of engagements, experiences and referrals for the past year.  
**Action: KG to circulate to the group**
- 8.3 Funding is currently in place for the Employment Engagement Worker post to continue until March 2015. It was agreed that the post needs to be sustained, which may be possible with ESIF.

Suzy left the meeting (3.15pm)

## 9. Single Outcome Agreement Working Draft

- 9.1 Hannah is currently collecting statistics for this document.
- 9.2 Fraser highlighted a discrepancy in the previous figures collated for indicator 2.4, as it appears that Lifeskills Centres were previously included but are no longer.  
**Action: KG to contact Hannah to clarify which partners should contribute to the figures for indicator 2.4**

## 10. Labour Market Information

- 10.1 Rhona highlighted the current positive picture in Orkney regarding unemployment statistics. Last month saw the lowest May number of jobseekers since 2008, and in fact was the second lowest May figure this century.
- 10.2 With unemployment rates being particularly low, it was recognised that support now needs to be more targeted at those who need it most.

## 11. Youth Employment Scotland Scheme

- 11.1 20 new jobs were created and funded during Phase 1 (up to end March 2014) of the YES scheme. 18 of these have now completed their 26 week funding period.
- 11.2 Hazel Keveren carried out evaluations with several employers who had completed the 26 week period. Kerry Omand will continue this work and the conclusions will be fed back to this group.
- 11.3 Phase 2 (from 1<sup>st</sup> April 2014) is now well underway and 11 new posts have been created to date, with several more in the pipeline. Paid work placements are being created within OIC, which will be eligible for 100% of YES funding. KG is currently working on this.

## 12. Agency Update

Su Dutton explained that an *Enable* Event is being planned for 10<sup>th</sup> September, which is facilitated by the Scottish Consortium for Learning Disability (SCLD) Personalisation and Self Directed Support. A Project Search Workshop Event will take place on 11<sup>th</sup> September.

There is a UCAS Higher Education Convention taking place on 25<sup>th</sup> September at Kirkwall Grammar School.

## 13. AOCB

Karen G explained that applicants for the Prince's Trust Development Awards are currently required to travel to Glasgow for an interview. The partners agreed that it would be very beneficial to an organisation in Orkney who were able to conduct interviews.

Rhona explained that investment is required to deliver the digital inclusion *Get IT Together* programme in Orkney. A total of £10,000 is required and JCP have indicated that they will contribute £5000. It was agreed that it may be a matter for the Community Planning Partnership Steering Group.

**Action: KG to discuss with Anna Whelan, OIC as to whether or not this matter should be dealt with by CPP Steering Group.**

## 14. Date of next meeting

The next meeting will take place in mid- August. HM to email the group.