

Minute of the Employability Strategic Group meeting held on Tuesday 1 February 2011 at Job Centre Plus, Kirkwall

1. Welcome and apologies

Present:

Karen Johnstone	Manager, Jobcentre Plus
Mary Anne Crook	Health Promotion Officer/ Healthy Working Lives Adviser, NHS Orkney
Jeremy Richardson	Manager, Orkney Blide Trust
Tina Gilbey	Lifeskills Centres
Joyce Slater	Team Leader, Skills Development Scotland
Chessa Llewellyn-White	Highlands and Islands Enterprise
Melanie Miller	Employability Orkney
Derek Aiken	Team Manger, All age disabilities, Orkney Health & Care
Gail Anderson	Deputy Chief Executive, Voluntary Action Orkney
Hannah Thomson	Community Planning Officer, Orkney Islands Council(<i>Secretary</i>)

Apologies

Sandra Rodwell	Equally Well Project, NHS Orkney
Amy Thomson	Supported Employment Manger, Employability Orkney (Melanie Miller deputising)

Karen welcomed Mary Anne Crook to the meeting, who was a new member of the group, and Melanie who was attending in place of Amy Thomson.

2.0 Minutes of the last meeting (9 November 2010)

2.1 Minutes of the last meeting were approved.

3.0 Action points from the last meeting

3.1 The contact details for the wider forum had been received from Joyce but required to be updated. Karen agreed to put out an e-mail to the group to update this.

Action: KJ

3.2 The group were in agreement to include Shirley Ward on the group to represent Mental Health from the Council.

3.3 Regarding the Supported Employment bid, the group had not received any further information about who had been successful but would find it useful.

3.4 The 'spirit level' approach is something which the group may want to pick up in the future, however it was agreed that for the time being, the Strategy was the main focus of work for the group.

3.5 The group discussed the way forward with Person Centred Planning. It was agreed that after March, the Blide Trust would look into training, and from there the group will consider whether it is to be rolled out to other organisations.

Action: DA & JR

3.6 Councillor Mike Drever had been approached about representation on the group and it was hoped that he would make the next meeting.

4.0 Update on Three Step Model

- 4.1 Jeremy Richardson provided an update on the progress of the Three Step Model. He explained that he could only report upon the progress made by the Blide Trust and not other organisations. The first step of the Three Step Model was the Clubhouse, for which £135k had been raised and it was hoped that this amount will be added to by March 2011, in which case the Clubhouse would be able to run from April.
- 4.2 The Employability Strategic Group offered support to the Blide Trust, they will be approaching Employability Orkney in the future for some support and closer partnership working.
- 4.3 On this topic, Employability Orkney reported that they are in a period of financial uncertainty and a feasibility study would further investigate the Social Enterprise element of the Three Step Model. This study was due to take place in February/March. On completion of the study, it would be useful for further discussions to take place with Orkney Health & Care in relation to the Social Enterprise zone.

5.0 Corporate, community planning approach to employability

- 5.1 A number of suggestions were made regarding amendments to the paper, which was to be submitted to the Steering Group from the Employability Strategic Group on 17 February. These included greater emphasis on providing support to employees and employers in respect of assisting employees who have a mental health disorder. It was agreed that Hannah would circulate the paper to group members for comment.

Action: HT

6.0 Community Planning Audit

- 6.1 Hannah explained that Audit Scotland were to carry out an audit into Community Planning Partnerships focussing on the role of how they support sustainable local economic growth. There were to be five places selected for visits, and the remaining CPP's would be audited at arms length. The five areas had not yet been selected.
- 6.2 The Single Outcome Agreement is to appear on the next agenda for the Employability Strategic Group.

Action: HT

7.0 Agency updates

- 7.1 Job Centre Plus: Karen provided the employment statistics for Orkney. Highlights were:
 - The number of people who had been unemployed for 13+ weeks had increased
 - The total number of people unemployed had continued to increase and was now in excess of 200.
 - On-flow was higher than off-flow (this means more people moving onto the unemployed register than moving off it).
 - There remained concerns about the 18-24 year old age group. An article had been published which stated that Orkney had the highest percentage of unemployed in this age group. It was however thought that the figures cited in this article were not correct.

Karen agreed to e-mail this update and e-mail them out regularly in future to the Employability Strategic Group.

Action: KJ

- 7.2 Employability Orkney: Working with two clients as part of Get Ready For Work. They were on target for spending the funds by the end of the financial year. There had been positive feedback from clients about the support via GRFW.
- 7.3 Skills Development Scotland: Flexible training opportunities criteria had been changed to include any employer with less than 150 employees, this meant that Skills Development Scotland would match fund 50% of training costs. This funding was available up to June 2011, and Joyce recommended calling the information line for information.
- 7.4 Health Promotions:
- Healthy Working Lives were offering free occupational health visits.
 - Mentally healthy workplace training to be held on 16 and 17 February. The focus of this training was to help organisations have an understanding of mental health issues and equalities.
- 7.5 Lifeskills Centre: Workclub was to start the week commencing 7 February. The Workclub offers opportunities to people looking for work to make use of resources such as internet and recruitment advertisements, as well as providing a networking opportunity in meeting others who are in the same position.
8. **Date of next meeting**: Hannah to circulate a list of possible dates