

Minute of the Employability Strategic Group meeting held on 17 June at Careers Scotland, Kirkwall

1. Welcome and apologies

Present:

Hannah Thomson	Community Planning Officer, Orkney Islands Council (<i>Secretary and Chair for this meeting</i>)
Jeremy Richardson	Manager, Orkney Blide Trust
Mike Drever	Elected Member
Joyce Slater	Team Leader, Skills Development Scotland
Derek Aiken	Team Manger, All age disabilities, Orkney Health & Care
Sandra Rodwell	Equally Well Project, NHS Orkney
Mike Drever	Elected Member, Orkney Islands Council
Robert Allan	Learning and Development, NHS Orkney

Apologies

Karen Johnstone	Manager, Jobcentre Plus (<i>Chair</i>)
Chessa Llewellyn-White	Highlands and Islands Enterprise
Gail Anderson	Deputy Chief Executive, Voluntary Action Orkney
Amy Thomson	Supported Employment Manger, Employability Orkney
Mary Anne Crook	Health Promotion Officer/ Healthy Working Lives Adviser, NHS Orkney
Bill Ross	Principal, Orkney College
Tina Gilbey	Lifeskills Centre

2.0 Minutes of the last meeting (18 March 2011)

2.1 Accuracies were noted and minutes of the last meeting were approved.

3.0 Action points from the last meeting not on the agenda

3.1 Karen Johnstone had been in contact with the Wider Forum. Eight responses had been received and it was agreed to maintain contact on an electronic basis. This included circulating minutes of the Employability Strategic Group meetings for information.

3.2 Jeremy Richardson reported that the Blide Trust had an effective and worthwhile session with Derek on Person Centred Planning. It was something that he felt would be worth considering rolling out to other organisations. The cost incurred would be in bringing a trainer up to Orkney, although there was a possibility that this could be something that organisations make a contribution towards. It was agreed that Derek Aiken would look into costs.

Action: DA

3.3 Joyce reported that they had not received a report from the Shaping the Future event held on 25 March. It was agreed that for the next meeting Skills Development Scotland would update the group on funding initiatives.

Action: JS

3.4 Jeremy had met with Karen Johnstone and received recommendations for potential recruits, and as a result of this recruited eight potential new clients.

4.0 Single Outcome Agreement

- 4.1 A discussion was held in relation to changes to the Single Outcome Agreement indicators and context. It was agreed that Hannah would contact organisations to find out whether they held data in respect of the suggested new indicators. It was agreed to put the indicator 'Volunteers moving into employment' back into the SOA. It was also agreed that Hannah would contact Karen Johnstone for an update of the employment position for 2011.

5.0 Terms of reference

- 5.1 The terms of reference were approved, subject to two minor changes.

6.0 Agency updates

- 6.1 The Clubhouse had started and was looking to increase the number of people accessing the services. Three of the Clubhouse employees went to London for three weeks training and this provided an opportunity to meet with other Clubhouse employees and hear of their experiences of what had worked and not worked.

- 6.2 NHS Orkney had signed off its training Organisational Development Plan, with a primary focus on NHS, but with consideration of the needs of the wider Orkney Health & Care. The plan focuses on a new approach to training needs, from a historical 'bottom up' approach whereby employees attend training suitable from them, to looking instead at the organisational needs and whether training benefits the organisation. Learning and Development were now able to access the Piper area of the hospital for training and they also aim to open up training to other organisations where appropriate. It was agreed that Joyce would have a separate conversation with Robert about the Orkney Learning and Guidance Forum, and whether his attendance this group may be beneficial.

- 6.3 Sandra Rodwell reported that she had developed a Communication Workshop for Social Care staff, with a focus on helping staff appreciate the diverse communication needs of people with learning disabilities. This may be opened up to other organisations in the future.

- 6.4 Derek may be able to report upon Spend to Save initiatives at the next meeting of the Employability Strategic Group.

- 6.5 Skills Development Scotland were developing a 'universal offer' web services called My World Of Work. This is available as a beta version for the group to view on the Skills Development Scotland website. It was agreed that SDS would provide a demonstration of the website at the next meeting of the Employability Strategic Group.

Action: JS

- 6.6 The Short Life Working Group had met twice and was Chaired by Alison Skea of Personnel Services in the Council. The group were looking to benchmark further hear from other authorities about how they had progressed towards a corporate approach to employability. It was agreed that a meeting between Alison, Karen, Derek and Hannah would be held to look at whether the right people are involved with this group.

Action: HT

7. **Date of next meeting** – to be set for September (preferably on a Tuesday for Doreen Rendall and Joyce to attend)

8. AOCB

- 8.1 It was suggested that Dorothy Learmonth from Orkney College could attend if there were to be an agenda item around work placements and work experience.

Action: HT