

Minute of the Employability Strategic Group meeting held on 18 March 2011 at Job Centre Plus, Kirkwall

1. Welcome and apologies

Present:

Karen Johnstone	Manager, Jobcentre Plus (<i>Chair</i>)
Jeremy Richardson	Manager, Orkney Blide Trust
Joyce Slater	Team Leader, Skills Development Scotland
Chessa Llewellyn-White	Highlands and Islands Enterprise
Derek Aiken	Team Manger, All age disabilities, Orkney Health & Care
Gail Anderson	Deputy Chief Executive, Voluntary Action Orkney
Amy Thomson	Supported Employment Manger, Employability Orkney
Sandra Rodwell	Equally Well Project, NHS Orkney
Mike Drever	Elected Member, Orkney Islands Council
Hannah Thomson	Community Planning Officer, Orkney Islands Council (<i>Secretary</i>)

Apologies

Mary Anne Crook	Health Promotion Officer/ Healthy Working Lives Adviser, NHS Orkney
Tina Gilbey	Lifeskills Centre

Karen welcomed Councillor Mike Drever to the group

2.0 Minutes of the last meeting (1 February 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 The group updated the contact details for the wider forum and Karen agreed to send an e-mail to this group asking what type of involvement they would like.

Action: KJ

3.2 In relation to 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

4.0 School Leavers Destination Report

4.1 Joyce reported on highlights from the School Leavers Destination Report from 2009-10:

- 94% moved into positive destinations (the Connect project was not included in this percentage, although it is perceived as positive as part of 16+ methodologies)
- 1% fall in higher and further education entry
- 100% follow up of school leavers

5.0 Corporate, community planning approach to employability

5.1 The paper had been submitted to the Steering Group on 17 February 2011 and had been received very positively, with all recommendations approved. Therefore, a short life working group would be formed to develop an

Employability Strategy, with key deliverables to reduce the need for and costs of social care services; explore funding options for project management and research structures.

- 5.2 Jeremy Richardson had some concerns about there not being a Mental Health representative on the group. It was agreed to look at representation of the group at its first meeting.

6.0 Terms of reference

- 6.1 The additions made to the terms of reference in relation to the group taking the role of owner with respect to National Outcome 2 from the Single Outcome Agreement was agreed.

- 6.2 The group agreed that the rest of the terms of reference required an update and that all comments should be sent to Hannah over the next fortnight.

Action: All

7.0 Single Outcome Agreement

- 7.1 The group considered the indications within National Outcome 2 from the Single Outcome Agreement and whether they wanted to keep or delete any indicators for the next SOA.

8.0 Agency updates

- 8.1 Skills Development Scotland: The Chair of SDS, Willie Roe was to be in Orkney for a 'Shaping the Future' event on 25 March. The support for jobs employer recruitment initiative was to be continued – this provided £1,000 to small businesses taking on apprentices and 50% of training costs funded. As part of this item, a discussion took place about organisations joining up together to advertise such initiatives. It was agreed to put this item on a future agenda

Action: HT

- 8.2 St. Colms – spend to save initiatives are being revisited and Derek may be able to provide an update at the next meeting.

- 8.3 Orkney Blide Trust – Have funding in place for Clubhouse and plan to be up and running on 1 June. It was agreed that Jeremy would have a discussion with Karen Johnstone about links with this service and the Job Centre Plus.

Action: JR

- 8.4 Job Centre Plus – Karen issued the January labour market bulletin, highlights of which were:

- An increase of 32 people, or 15.6% on last month
- An increase of 44, or 22.8% on this month last year
- The Job Seekers Allowance count is 1.9% of the working age population
- JCP noted an increase in single parents, although there had not been an explanation for this

- 9.0 Date of next meeting** Friday 17 June at 10.30 (venue TBC)

- 10.0 Any other business** – there was none