

Minute of the Employability Strategic Group meeting held on 30th January 2014 at Jobcentre Plus, Kirkwall

1. Welcome and apologies

Present:

Karen Johnstone	Jobcentre Plus (<i>Chair</i>)
Fraser Devine	Voluntary Action Orkney
Doreen Rendall	Skills Development Scotland
Suzanne Baird	NHS Orkney
Frazer Campbell	Orkney Blide Trust
Andee Fraser	Lifeskillls Centres
Karen Greaves	Orkney Islands Council
Stuart Allison	Orkney Islands Council
Maggie Berston	NHS Orkney
Erik Firth	Operation Employability (<i>part of the meeting</i>)

1.1 Apologies were received from Frances Webster (SDS), Claire Sim (SDS), Anna Dawson (SDS), Linda Robertson (SDS), Chessa Couperwhite (Highlands and Islands Enterprise), Su Dutton (Orkney Health & Care), Linda Russell (Orkney College), Heather Harrold (Orkney Soap) and Amy Thomson (Employability Orkney)

1.2 Karen J welcomed Erik Firth from Operation Employability to the meeting.

2. Minutes of the last meeting from 8th October 2013

2.1 The minutes were proposed by Suzanne and seconded by Fraser D.

3. Matters arising and action points from the last meeting

3.1 Doreen updated the group on the energy labour market information event held in November at Stromness Academy for secondary school pupils. Some partners also attended the event and found it informative.

3.2 Stuart asked if there were further labour market information events planned. Doreen to check with Linda. **ACTION: DR**

3.3 Maggie said that NHS Orkney had contacted Stromness Academy and Kirkwall Grammar School to offer sessions to pupils on careers in the health sector and also advice on job applications and interview techniques. Stromness Academy has accepted this offer and has met with NHS Orkney staff but there has been no response from Kirkwall Grammar School.

4. Strategic employability pipeline

4.1 Erik outlined the employability pipeline project aims, objectives and outcomes. Work commenced in January and Erik has emailed questionnaires to partners to provide information for the pipeline. He will also provide a confidential health check for organisations based on their responses. He thanked partners for the time and effort involved in

collating the information he has asked for. All the partners have been very supportive of the project which is appreciated. Erik had some initial thoughts on the gaps in the pipeline but there is still a lot of work to do before the final report can be completed.

5. Employment worker report

5.1 Erik provided statistics on referrals, opportunities and outcomes to date. The project has achieved excellent results. Fraser D asked if outcomes were tracked for sustainability. Individuals are not tracked but a 6 monthly check could be undertaken.

5.2 Employment worker post to be discussed at the next meeting.

ACTION: agenda item

6. Youth Employment Scotland/Youth Employment Action Plan update

6.1 Karen G gave an update on Youth Employment Scotland funding. The target has been met but funding is still available. A press release is due to be released.

6.2 Karen G gave an update on the Youth Employment Action Plan. Heather Manson and Kay Hume are working on a version of the plan for young people.

Erik left the meeting.

7. Unemployment statistics

7.1 Karen J provided an unemployment statistics report. Numbers continue to be low.

8. Autism and Alcohol and Drugs employability pipelines

8.1 Karen J provided a draft of the autism employability pipeline which has been condensed. She asked organisations to review their section and forward amendments by 7th February.

ACTION: all

8.2 A similar pipeline will be produced for the Alcohol and Drugs Partnership. Karen J asked organisations to email anything specific related to alcohol and drugs services. She also asked organisations to check if any staff has had any specific training relating to these issues.

ACTION: all

9. Community work placements

9.1 Karen J explained that work programme completers would have 3 options – mandatory intervention regime, third of clients signing on daily and third of clients referred to community work placements. The bidding process to manage the community work placements was completed in December but the successful bidders have not been announced yet.

10. Employability Fund

- 10.1 Doreen explained that uptake of the Employability Fund had been low and reminded partners of the availability of the fund. The recontracting process is currently underway.

11. Agency update

- 11.1 Andee wanted to pass on her thanks to Erik for his assistance with sourcing work placements for clients she was working with.
- 11.2 Frazer C said that he had also been working with Erik regarding supported placements which is due to be launched soon.
- 11.3 Suzanne informed the group that funding for Healthy Working Lives had been reduced. She has secured assistance from NHS Highland to assist with the initiative in Orkney.
- 11.4 Stuart said that an event is planned by Skills Development Scotland on Skills Investment Plans. The workshop will be for the Economic Forum.
- 11.5 Karen J had attended a meeting on 27th January with Audit Scotland. The employability pipeline project was viewed positively and that the final report would be useful to other thematic groups within community planning partnerships.

12. AOCB

- 12.1 Andee asked if another employer engagement event was planned for February as previously discussed. It was agreed to await the results of the employability pipeline project and for further information on the Scottish Government's employability priorities.

- 13. Date of next meeting** – March 2014. Date to be emailed.