

Minute of the Employability Strategic Group meeting held on 30th May 2013 at Job Centre Plus, Kirkwall

1. Welcome and apologies

Present:

Karen Johnstone	Jobcentre Plus (<i>Chair</i>)
Karen Greaves	Education, Leisure and Housing, OIC
John Maclellan	Lifeskills Centres
Andee Fraser	Lifeskills Centres
Fraser Devine	Voluntary Action Orkney
Doreen Rendall	Skills Development Scotland
Su Dutton	Orkney Health & Care
Suzanne Baird	NHS Orkney
Amy Thomson	Employability Orkney
Linda Russell	Orkney College
Frazer Campbell	Orkney Blide Trust (for part of the meeting)
Anna Dawson	Skills Development Scotland (for part of the meeting)
Kay Hume	Skills Development Scotland (for part of the meeting)

- 1.1 Apologies were received from Frances Webster (SDS), Linda Robertson (SDS), Claire Sim (SDS), Chessa Llewellyn-White (Highlands and Islands Enterprise) and Stuart Allison (OIC).
- 1.2 Karen J welcomed Anna Dawson from Skills Development Scotland (SDS) to the meeting.

2. Minutes of the last meeting from 11 April 2013

- 2.1 The minutes were accepted as an accurate record of the meeting.

3. Matters arising and action points from the last meeting

- 3.1 Karen J to undertake to source timeline of unemployment statistics.
ACTION KJ
- 3.2 Pipeline template to be drafted.
ACTION KJ

4. Our Skillsforce

- 4.1 Anna Dawson is an Employment Engagement Adviser with Skills Development Scotland with responsibility for Orkney and gave us the background to her role. She works with small to medium sized businesses with skills issues and recruitment. Our Skillsforce website provides businesses with information on a range of services available. Anna said that the local content on the website will be updated for Orkney which Stuart Allison will review.

5. Blide Hoose Update

- 5.1 Frazer Campbell gave a progress update on achievements and future plans of the Blide Hoose to the group.

Frazer left the meeting.

6. Youth Employment Scotland

- 6.1 Karen G gave an update on the Youth Employment Scotland funding secured for Orkney for recruitment incentive payments for businesses. There may be some flexibility in the number of people the fund can assist depending on the hours each person works.

- 6.2 Karen G to check on eligibility for Modern Apprenticeship vacancies through this fund. **ACTION KG**

7. Employer Event

- 7.1 Make young people your business event will be held on Thursday 18 July in the Kirkwall Town Hall. Karen G gave an update on the purpose and format of the event. Karen G asked for feedback on the plans for the event. **ACTION All**

Anna Dawson and Kay Hume left the meeting.

8. Welfare Reform/Universal Credit

- 8.1 Karen J advised that the next phase is the personal independence payments which replaces Disability Living Allowance. This item will continue to be on the agenda of future ESG meetings.

9. Unemployment statistics

- 9.1 Karen J provided unemployment statistics which was noted.

10. Youth Employment group update/action plan update

- 10.1 Karen G handed out a draft of the Orkney Youth Employment Activity Plan which has almost been finalised. Any final comments should be sent to Karen Greaves or Heather Manson as soon as possible. The group were happy with the plan.

- 10.2 The next stage is to produce a guide for young people, parents and carers. SDS has offered to assist with this.

- 10.3 SDS has offered to arrange a partners' event on the local labour market. **ACTION FW, LR**

11. Work Programme returners

- 11.1 Karen J advised that Work Programme returners would be starting in June. Inga Craigie is the Work Programme personal adviser at JC+ and will be working with these customers.

12. Employability pipeline

- 12.1 Karen J will work on an employability pipeline template for partners.
ACTION KJ

13. AOCB

- 13.1 Karen J attended a meeting of the Autism Strategy Group. There is an employability element within this group's strategy. Karen J to send out information to ESG members and this will be discussed at the next meeting.
ACTION KJ

- 13.2 Karen J attended a meeting of the Alcohol and Drugs Partnership (ADP). A high recommendation in the needs analysis of ADP related to employability. Karen J to send out information to ESG members and this will be discussed at the next meeting.
ACTION KJ

- 13.3 Amy gave the background on a Leader bid that she had been working on to source funding for a learning disability job coach. In kind and management fees are no longer eligible for Leader funding. Therefore it would appear to be a lot of work for little return as the match funding may be able to fund some hours for a learning disability job coach. Karen J and Amy to research this further and also contact SDS regarding funding.
ACTION KJ & AT

- 14. Date of next meeting** – next meeting date to be sent by email.