Aberdeen Local Employability Partnership Meeting
Agenda 9th October 2024, 2pm

Hybrid meeting- Marichal College for those who can attend in person, online via Microsoft Teams for those joining remotely

Agenda

Welcome

Review of previous minutes

- Opportunity for a round-up on the discussion from the previous meeting and partners to contribute any additional reflections following that session and for those who could not attend to contribute their thoughts.

LEP Maturity Assessment

- Briefing for members around this survey which is now live with a completion date of 1 November 2024. This activity is an evolution of the previous LEP self-assessments undertaken in 2021 and 2022 but has been scaled back and road-tested with one Local Authority who have been complimentary of the process and the report received back as a result.

No One Left Behind Strategic Plan 2024-2027

- Published 13 September 2024, introduction to this document for LEP members and discussion around how this might be best used locally, particularly when considering LEP priorities.

Priorities/ Workstream Updates

- Supported Employment- progress update for this workstream
- Conference- an opportunity to discuss what we hope to achieve from the conference and priorities
- Commissioning- progress update for this workstream
- Data collection/ KPIs- progress update for this workstream (could alternatively be covered across next two agenda items)

Employability and Training Providers Forum (ETPF) Update

Data Collection Workshop

- All members to bring and present their relevant datasets to help understand current trends, skills shortages, identify individual and employer needs / priorities
- Key questions:
    - What are the emerging needs?
    - What are the current skills shortages and employer needs? And what could support a pathway to employment for these areas
    - What trends are we seeing emerging that the data isn't telling us?

Any Other Business

Aberdeen Local Employability Partnership Meeting
9th Oct 2024, 2pm

Attendees:	Meeting Date:
Chris Smilie, Anne Kane, Maggie Hepburn, Margo Milne, Lori Leslie, Nicola Graham, Rebecca Craigmile, Dale McKinnon	9th October 2024

Meeting Notes

LEP Maturity Assessment

- Lori shared and introduced briefing note with LEP. Deadline for submissions is 1st November 2024. Lori will send briefing notes, slides and copies of questions to the LEP to review and submit responses. Anne K will also take to the LEP to gather ETPF and feedback responses collectively. Lori recommends typing answers on word documents and pasting them into survey. All responses will generate a local report.

No One Left Behind Strategic Plan 2024-2027

- Lori shared that the strategic plan was published after previous LEP meeting and highlighted that it was there to read and LEP can use this to inform future activity. This plan reviews how things have gone so far and provides a direction of employability support in Scotland. It introduces priority groups on pages 15 and 16. Lori will circulate with LEP members to read, review and feedback.

Priorities/Workstream Updates

- Supported Employment - Dale provided an update on SES. Currently conducting data collection to understand the market and general population of who fits into the category of SES and what percentage of that are we already reaching to cost the remainder cohort of people. Hope to have a further update on data by 28th October. Skills inventory is underway, and an internal skills audit was completed with key workers. Rebecca will share skills survey LEP to contribute and Anne will push for ETPF responses. Skills audit will help inform how ABZ Works take SES forward.
- Conference – Date booked for 12th December 2024 and Rebecca will send out diary invite to LEP members and Anne will share this amongst ETPF. Jo-Ann received feedback from Anne and Margo regarding what we hope to get from the conference and the general feedback is collaboration, communication, how we work together on bridging funding gaps and what are the key priorities. There needs to be a clear focus to ensure it is beneficial and inspiring and that there are key actions to take away from the day. It was agreed the employers conference would be best held at the end of Jan 2025 as this would allow time for priorities to be set there for the conference for LEP and training providers to inform how we move forward as a LEP. LEP members volunteered for a working group to plan a conference. Local authority can do the event planning but need contributions from working group to form agenda and help delivery of the day. Anne will take this to ETPF and feedback or welcome others to also join working group. Weekly working group meetings were

agreed to occur every Friday at 1pm. SDS, HSCP, ETPF and ABZ have agreed to first meeting occurring on 25th October.

- Commissioning – Contracts have been signed and most have kicked off. Details of contracts can be found on ABZ Works website. Anne fed back to Jim about the Commissiong process which went well. Maggie said she doesn't want to lose opportunity to have Peggs Bailey at LEP meeting and is keen to get this organized for one of the two next LEP meetings along with finance and procurement if possible. Jim has met with procurement to discuss commissioning and since moved this along since last meetings.
- Data collection/KPI's - All data to be submitted to Nicola to which Dale offered support from Local Authority data team to help manage this. Nicola will let LA know if support is needed to review.

Employability and Training Providers Forum (ETPF) Update

- Anne managed to get informal and formal data from ETPF and will share with LEP. Most feedback is around gaps in provision in terms of pipeline and characteristics. People are presenting with more barriers than before. Some needs aren't commissioned through employability and there are more young people not attaining at school. Lori raised in the MS Form that some information that would be useful is details of location, times commitment etc. Of ETPF's provision which would be helpful to which Anne agreed to add in. Feedback was also that it would be useful to have all provision including ABZ commissioned activity to centralize information.

Data Collection Workshop

- Nicola will collect data and bring it together. Work is being done around how partnership and employability link together. HSCP commission activity supporting those with health conditions and Chris will share information around this but these are also stored on ALIS. SDS recognises a lot of need around mental health and anxiety and the increasing number of economically inactive young people. Number for young people moving into employment are also very low. SDS plan to do more community based door knocking to reach more disengaged young people and looking at whole family support. Questions around this are – is there funding to fit that criteria to support or is there a partnership approach that could be designed to tackle this such as youth subgroup with CLD. Opportunity to link in with LOIP projects within children's services to connect. ACVO funds are overwhelmed with applications and recognises that the need hasn't changed but competition for funding is a challenge. Information about successful funds is on ALIS however Maggie is happy to share recipients of funding to reflect what they are funded for.
- SDS have data on lowest participation rate down to particular areas and Maggie shared it would be useful to have this to help scoring of funding applications to include areas of need.
- Rebecca is engaging with care experienced young people as they have a high level of "NEET" young people and Nicola offered support for this project.

Any other business

- Dale provided an update on service review

Key Actions	Who is responsible	By when
Data collection: gather relevant data to submit ahead of data collection workshop. Focus on: referrals, changing needs of individuals/cohorts, employer needs etc. Individual requests to be sent by Nicola	ALL	BEFORE 9th Oct 2024
Workstream to be formed to develop data capturing form and propose KPIs, using data up until end Sept 24	Anne Kain / ETPF	Dec 2024
Provide list of commissioned services	Gareth / DWP	9th Oct 2024
Further discussion on review of commissioning to look at lessons learned and future delivery	Jim Johnstone and Anne Kain / ACC and ETPF	9th Oct 2024
Working group to be established to understand Supported Employment Support for individuals with long-term health conditions. Look at what's already being delivered, increasing partnerships, spreading finances, skills audit.	Rebecca Craigmile and Dale McKinnon / ACC Gerry Lawrie / NHS Chris Smillie / AHSCP	End Nov
Steering group for Service Review to be formed LEP members to join steering group	Dale McKinnon / ACC Nicola Graham / SDS Anne Kain / ETPF	Dec 2024
Identify initial conference priorities	Lori / ACC Anne / ETPF Margo / DYW	9th Oct 2024
LEP Maturity Assessment: Lori to share slides, briefing and survey questions. Anne to gather responses from ETPF.	Lori / ACC Anne / ETPF	1st Nov 2024
Lori to circulate NOLB strategic plan and LEP to review and feedback	ALL	13th Nov 2024
SES: Rebecca to share skills survey with LEP to complete, Anne will chase ETPF to complete	ALL	28th Oct 2024
Conference: Rebecca to send out diary invite to LEP and Anne will share amongst ETPF. More volunteers for the working group welcomed. Working group to identify key priorities and adgenda for the day	Rebecca / ACC Conference working group	25th Oct 2024
Commissioning: Agree a date for Peggs Bailey to attend LEP meeting	Maggie / ACVO Lori / ACC	13th Nov 2024
ETPF: Anne to collect information on all commissioned activity from ETPF and share with LEP	Anne / ETPF	13th Nov 2024

Future Agenda Items
Nov 2024: •
• Dec 2024: Workstream update for data collection and KPIs identified

Next meeting date:	13th Nov 2024