Note of meeting of the Employability Third Sector Forum

Tuesday 22nd March

**12.30 – 2.30 on Teams**

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| Chair: | Angela Moohan (The Larder) | Note taker: | Tracy Kerr (VSGWL) |

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| Attendees: | Laura (The Donaldson Trust), Beverley Francis ( Volunteering matters), Rosemary Sleith (Opendoor Project), Adam (Cyrenians Farm), Jane Deary (Spark), James Chalmers (Routes to Work Ltd) Gary Walker (The Larder), Tracy Murdoch (Kidzeco), Linda White (WLSEN), Helen Davis (WLYAP), Jason Thomson (Streetleague), Angela Wilson (Impact Arts) Amanda (Enable) |
| Apologies: | Received with thanks. |

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| **Agenda Item** | **Decision/Action** | **Action By** | **Timescale** |
| 1. **Welcome and Apologies** |  |  |  |
| 1. **Election of Chair**   All agreed that sharing the role of chair would be more manageable to meet the vision of the statement. It was agreed that Angela would chair the group with Beverley working alongside her. VSGWL to provide secretarial services. | Angela and Beverley will jointly chair the group.    They will meet to draw up how the shared role will work. | Angela/Beverley | End of May |
| 1. **Review and Discussion of WLTSEF**   Vision Statement  Angela gave an outline of why the group was brought together advising this has been ongoing for several years. A vision statement was previously created was for comment and agreement.  There was general consensus that this was an ambitious worthwhile agenda that would require collaboration and time. | The statement presented was agreed. |  |  |
| **3.1 Memorandum of Understanding**  There is a requirement for an MOU to support the establishment and development of the group.  With NOLB changing in April it will be important to look at the relationship with the Council, other bodies and local employability partnerships.  **3.2 LEP**  A discussion was held around representation on the LEP. Currently there is one seat for the third sector filled by Alan McCloskey, VSGWL. There was a general feeling that representation/communication channels could be improved, with representation including individuals with employability experience and increase into two or three members.  One member highlighted that a precedent has been set where 3 seats are taken by the third sector on the Children & Young Families strategic group. Suggested Alan, Chair and 1 other would be useful with the 1 other being allocated dependent on the agenda for the meeting. It was agreed this would be put to Clare in her slot at the meeting.  **3.3 Consortium Bid Funding**  West Lothian Council is providing, in partnership with Scottish Government and the Local Employability Partnership, £200,000 of grant funding to the Voluntary and Third sector to support the delivery of employability interventions and support. The group commented that the timescale of 4 April for bids to be submitted was tight for applicants and didn’t allow much time for collaborative bids for the higher amount of money over £50,000.  After discussion it was agreed that any orgs that want to put in a joint bid would contact each other and do so. | A sub group to look at an MOU was established and will report back to next meeting.  Make a formal request via Alan for additional representation. | Rosemary, Beverley, Alan, and Angela  Alan | Mid June  Mid June |
| 1. **Guest Speaker – Clare Stewart West Lothian Council Employability** |  |  |  |
| Presentation from Clare on No One Left Behind (NOLB)  Clare gave a broad overview of current funding opportunities and shared intelligence on sottish government funding for NOLB. She confirmed the £200000 quick spend money from West Lothian Council.  Clare will attend the next meeting and share the NOLB toolkit with everyone. This will be publicly available and may be useful for funding applications.  Additional representation was raised. Claire advised that any request for this would need to come through the current representation from the TSI. |  |  |  |
| 1. **AOCB** |  |  |  |
| * Angela has been asked to be the representative for the 3rd sector on the developing young workforce planning group. The council have identified that young people who are looked after or who have a disability are under represented in positive destination positions. This will be a priority for developing young workforce and is mentioned in the YPG guidance. * Amanda advised that Enable have applied for funding to provide a 1-1 wraparound support service for an individual throughout the pipeline moving closer to, or into work * It was suggested that representatives from SDS, DWP and WLC employability services are invited to the next meeting.   A question was raised over SCVO attending. Beverley will find out if there is anything relevant and will feedback to the group.   * Citizens Advice may be able to assist any clients who need support with the rise heating bills. | SDS, DWP and WLC employability to be invited to the next meeting.  Beverley to establish if it is relevant for SCVO to attend the forum meetings. | Tracy/Angela  Beverley | Mid June |
| 1. **Date of next meeting**   To Be Advised |  |  |  |