

The Leeds Autism and Learning Disability Employment Task Group Meeting Notes

Thursday 27th June 2024 via Zoom

Attendees	
Name	Organisation
Dominique Burley, Aila Malik	Forum Central
Laura Clarke	People Matters
Leigh Staunton	Leeds Mind
Sally Anne-Greenfield	Lighthouse Future Trust
Stella Chan	West Yorkshire Combined Authority
Tracey Greig	Leeds City Council, Employment and Skills
Alex Toothill	Advonet
Anne	Slate
Madeleine Fahy	Connect in The North/ Through the Maze
Amy Hirst	NHS - LYPFT, Learning Disability Service

Cath Lee	Aspire CBS
Emma Kerry	Leeds City College
Katie Parlett	Light House Futures Trust
Judy	DWP

Welcome and Updates

- Welcome / Introductions
- This year Forum Central will be partnering with Leeds City Council to host IDODP - It will be on 3rd December at Leeds City Museum - it will be a great day to celebrate achievements of disabled people in Leeds
- Thank you to everyone who attended the Learning Disability Awards - congratulations to all the winners and runners up, it was a lovely evening.

Liza - Trust Leeds

liza@trustleeds.org.uk

[Enrollment Form](#)

Unfortunately Liza is unwell and unable to attend/present

Liza is happy to meet with anyone to discuss further, we will share Liza's contact details.

Dominique briefly explained the work that Liza does and how it can be beneficial

You can find out more about Self-Reliant Groups here: <https://www.trustleeds.org.uk/> or contact Liza on the details above.

Action: Dominique to jointly connect Judy and Amy with Liza.

Employment Task Group Update

Due to unforeseen circumstances we are no longer able to chair the Employment Task Group, as well as not having the capacity we are aware that this session should be co - chaired by someone with lived experience of autism and or learning disability. We would like to offer this opportunity with the members - this ETG isn't coming to an end, it just needs someone else to chair it. Some members have noted interest.

If anyone is interested please email Rosie Robinson
Boardman: rosie.robinsonboardman@leeds.gov.uk

**Leeds Community Foundation - Grant
Employment for People with Learning Disabilities**

Grant size is up to £8500
Deadline 29/08/2024 at 12 noon
Flyer is attached below on email

Emma Kerry -
Supported Internships Job Coach Team Lead -
Leeds City College, SEND

Raise awareness of the Leeds Job Coach Forum - Community Network - Job Coaches, Supported employment pathways, directly supporting work experience with students. 6 sessions so far this is to support and share best practice, keen to get some more members of people in the roles mentioned above. In Leeds there's no guide to hiring or investing in Job Coaches so we've started creating Job Coach Standards. Next steps - next meeting 13/09 9-10 - hoping to invite guest speakers to develop the skills and knowledge of the members - linked in training, tapered support to increase success rates for their students to become independent - all things to support a job coach for them to increase their students' success. Planning some social events for coaches as it can be quite a lonely role so it's good for everyone to get together socially too. Next year they're planning to have a mock interview day for students. Create local drop in sessions, hoping to do a podcast with members,

job coach volunteering day, hoping to have the first job coach awards evening so we have been speaking with Dominique at Forum Central regarding this. All the barriers and feedback we gain feeds back into the SEND Forum, we hope to create a bigger picture and create more employment pathways.

Feedback:

Judy - Works at the job centre as a job coach and will spread the word about the Forum. Dominique will connect Emma and Judy.

Sally Anne Greenfield - We are piloting a new free training package, it's online training which will be shared in September - we are testing this and would like feedback, this is open to anyone working with someone with a learning disability so please share appropriately. Sally will share the link with Dominique and we will share this with minutes.

Tracey Greig - Employment and Skills Senior Manager - Leeds City Council
Hear about the SEND employment forum

4 years ago all local authorities received funding to develop and grow supported internships.

What have we done so far? Webinar delivered to employers, marketing materials, business rates mailout, business newsletter, developed the Leeds SEND Employment Forum, promoted in LIEN members, developed an inclusive recruitment toolkit.

Next steps:

Next meeting of the SEND Employment Forum will take place on 17th September. We would like to increase employers' attendance. We are doing this through socials and direct invites. If you know of any employers please encourage them to come along. Please share the opportunity.

The terms of reference for this group is at the end of these minutes.

Please email Tracey for more information
tracey.greig@leeds.gov.uk

Dominique and group went over any incomplete actions on the Action Tracker

Member Updates:

Stella Chang would love to run something like a christmas craft fair and invite SEND Schools. Kirkgate market did host something similar, if anyone knows of a good venue or even just people that could support the students for example go into schools to help children write a business plan, how to budget, how to be an entrepreneur - just putting it out there to the network. If you have any ideas, know of any venues or want to support please feel free to get in touch.

Judy suggested Princes' Trust and Kirkgate Market but the market isn't ideal in terms of accessibility.

If anyone would like to share any ideas please email Stella - stella.chan@westyorks-ca.gov.uk

Tracey Greig - SEND Employment Forum the next meeting is Tuesday 17th September in the morning, all are welcome to join - Information leaflet will be attached to this email.

An update on actions for the Employment Task Group

If anyone is interested in applying for the Employment for People with Learning Disabilities Fund that was talked about, and would like to work in partnership, or have a conversations about what support Aspire CBS and The Advonet Group can offer - please contact Dominique and she can connect you to Cath Lee or Wendy Cork, if you are not already connected.

Also, a member shared an update about support for Neurodivergent entrepreneurs - they have shared more information and we have [linked it here](#) if of interest.

Thanks and close

Next meeting: Thursday 24th October at 1 - 3pm

Leeds SEND Employment Forum

Terms of Reference

Purpose of the SEND employment forum

- To develop a strategic approach and action plan aimed at improving paid sustainable employment outcomes for young people with SEND
- To bring together all key stakeholders who can develop and deliver pathways to sustainable employment and promote collaborative working
- To create routes that will support more young people with SEND into paid employment
- To identify, develop (where there are clear gaps) and promote training and resources that schools, colleges and employers can access to make meaningful paid work a realistic outcome for all children and young people with SEND
- To provide partnership strategic support and advice to the implementation of the internships work grant funding and action plan.
- To help drive the action plan forward

Membership

The forum will bring together those people who can have the most appropriate conversations leading to change in the local area. The cross-sector nature of the forum is a key element of success – bringing together expertise and opinion, including voices of young people and family members.

Where possible membership of the forum will include:

- Parents and carers - for example, through the local parent/carers forum
- Young people - for example, through a children and young people's forum, interns and graduates, young people's voice from schools and colleges.
- Education support services - SEN team, educational psychology, learning, sensory and behaviour support teams,
- Health services - designated clinical or medical officer or representative representation of therapy, nursing and mental health teams
- Social care (children and adult) services - representation of transition team, children with disabilities team, adult social care teams
- Employment services - Careers Enterprise Coordinators, Supported Employment services, local authority economic regeneration team or similar, DWP
- Schools - mainstream and special school representation
- Colleges, training providers and other supported internship providers
- Local voluntary and community sector organisations - local disability organisations/advocacy groups, young people's social clubs
- Elected members and champions for this agenda
- Local employer forums - for example local chamber of commerce
- Employers - those who champion and have an active Supported Internships programme

The forum will be chaired by Dan Barton, Deputy Director of Learning, Leeds City Council. In the absence of the Chair the meeting will be chaired by a senior manager from the Employment & Skills Service, Leeds City Council.

The Employment and Skills service will provide coordination for the forum. This will be reviewed in March 2025

Meetings

- The forum will meet 3 times annually.
- Meeting dates and papers will be circulated via the Employment & Skills Service.
- The content of the network meetings will be approved by the Chair of the SEND employment forum, the Employment & Skills Service, and Children's and Families services following feedback and suggestions from the members. If members wish to have a slot on the agenda, they are welcome to make this request through the Employment & Skills Service
- Meetings will be held in person with hybrid technology. Members will be expected to attend in person wherever possible

Communication and Sharing Information

The Employment & Skills Service will supply secretariat duties and circulate minutes with notes and action points. The minutes of each meeting will be sent electronically to each member within 8 working days. Minutes are confidential to members of the forum and must not be shared without prior approval from the meeting organiser.

Reporting Lines & Decision Making

The SEND Employment Forum will feed into the newly revised Leeds SEND and AP Partnership Board. The Board provides strategic direction for the city.

Actions and expenditure resulting from the SEND Employment Forum will be approved by the SEND and AP Partnership Board in line with wider objectives for the city.

Review

These Terms of Reference were approved on 23 January 2024 and revised in June 2024 (to confirm the Chair). These will be reviewed again in March 2025 or sooner if required to ensure that they remain fit for purpose.