**The keys to life – Employment Task Group**

**Terms of Reference 2017-2018**

**Background**

The Scottish Commission for Learning Disability commissioned a report to scope the employment position for people with a learning disability in Scotland and identify ways in which the vision within “The keys to life” would be delivered.

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| The vision of “ The keys to life” is to ensure that:*All citizens of Scotland who have learning disabilities live longer, healthier lives; and are supported to participate fully in all aspects of society; prosper as individuals and are valued contributors to a fair and equal Scotland.*  |

The report “Mapping the Employability Landscape for people with a Learning Disability in Scotland” was produced by TERU Glasgow University and Cambridge Policy Consultants.

Following a consultation event with stakeholders in August 2016 and advice from Scottish Government’s Promoting Fair Work Division colleagues, the recommendations from the report now require to be taken forward by a short-life Employment Task Group.

The Employment Task Group will be established to progress the recommendations highlighted in the report, it will meet on five occasions and will be chaired by Jacqui Hepburn.

The group will be established for the period from December 2016 to December 2017.

The secretariat for the Employment Task Group will be provided by SCLD.

**Purpose**

The purpose of the Employment Task Group is to take forward the report recommendations and report back to the Minister for Employability and Training in April 2018.

This work links directly to the priorities highlighted in The keys to life.

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| The report identifies Strategic Outcome 4 - Active Citizenship which ensures that people with learning disabilities are able to:* Contribute to relevant outcomes across key policy areas to further develop employment opportunities for people with learning disabilities.
* Facilitate innovative social connectedness and employment opportunities for people with learning disabilities.
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The recommendations in the report are as follows:

Recommendations for All Learning Disabilities Partners – Scottish Government, Local Authorities, SDS, Colleges and Employability Services

Substantially improve recording and reporting of learning disabilities data.

**Recommendations for Scottish Government**

Give greater priority to employability and employment of people with a learning disability. Renewed promotion of the Supported Employment Framework.

Set Scotland’s employers the target of 4% of employees to be people with a learning disability.

**Recommendations for Local Authorities**

Develop directories of employability services for people with a learning disability.

Establish supported employment services in all Local Authority areas.

**Recommendations for Skills Development Scotland**

Collect and report learning disability data. Embed learning disability good practice in its contracted provision.

Set higher targets for providers working with people with a learning disability.

**Recommendations for Scottish Funding Council and Scotland’s Colleges** Greater focus on progression into real, sustainable employment.

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**Recommendations for SCLD**

Continue to raise the profile and promote learning disability employment and employability.

Develop agreed definition of ‘Learning Disabilities’.

**Recommendations for Employers**

Increased employer commitment to recruiting people with a learning disability.

 **Objectives**

The objectives of the Employment Task Group are to:

* Influence national policy and practice in terms of employability, education, and training and in benefits allocation, to increase the numbers of people with a learning disability in Scotland in employment of 16 hours or more earning at least the minimum wage
* Propose actions to implement the recommendations of the report
* Support the development of strategic alliances across Scotland and beyond to achieve the targets highlighted in the report and the strategic objectives in “The keys to life”
* Inform Scottish Government’s thinking about the future needs of people with a learning disability in the workforce.

**Implementation Plan**

The Employment Task Group will provide strategic guidance to the members who have specific recommendations to take forward:

* Agree the priorities for the Group and the outcomes to be achieved in the initial period of the plan from 2016 to 2018
* Provide the opportunity for learning to be shared between the members and delivery partners across Scotland
* Seek to gain national solutions to the issue of improving the number of people with a learning disability in paid employment working 16 hours or more
* Provide a forum to discuss, agree and implement the objectives of the Employment Task Group.

**Accountabilities and reporting**

Members of the Employment Task Group will agree to take forward the recommendations from the report to their host organisations.

The keys to life website will publish minutes of Task Group meetings and report on progress.

**Membership**

The Task Group will include the following members:

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| **Organisation** | **Member** |
| Chair | Jim Mc Cormick |
| SCLD | Maura Lynch |
| Scottish Government  | Pauline MacDonald, Learning Disability & Autism Team |
| Scottish Government Fair Pay and Workforce Equality/Promoting Fair Work Division | Jeanette Hagerstrom, Julie Bilotti, Christine Greig, Alison Caldicott, Pauline McNally, Anne Milovic |
| Skills Development Scotland | Karen Murray |
| All in Edinburgh | Andy Forenam |
| Social Firms Scotland | Pauline Graham |
| Education Scotland | Simon Ross |
| WISE Group |  |
| Employer /Scottish Chamber of Commerce | Patricia Rainey |
| Scottish Funding Council | Halena Gauntlett |
| COSLA | John Urqhuart |
| DWP | Jacqueline Brown |
| Inclusion Scotland  | Sally Witcher |
| ENABLE Scotland | Jamie Rutherford |
| VIAS | Norma Curran |
| SUSE | Dougie Taylor |
| STUC | Ian Tasker |
| Scottish Local Authorities Economic Development Group SLAED | Pamela Smith |
| Project SEARCH National Steering Committee | Lorraine Scott |
| Down Syndrome Scotland | Rachel Le Noan |

**Future Meetings of the Group.**

The Task Group will meet during 2016/17 on the following timetable (precise dates to be confirmed) to transact the main items of business.

2017 –February

* Agree programme of work and the reporting timeline to review the implementation of the recommendations.
* Progress report on recommendations from SCLD

2017 - May

* Progress on recommendations from Scottish Government
* Review national data collection

2017 – August

* Progress on recommendations from Scottish Local Authorities

2017 – November

* Progress on recommendations from Scottish Funding Council

2018 – February

* Progress on recommendations from Employers and Skills Development Scotland

2018 – April

* Report to the Minister for Employability and Training on the findings of the Employment Task Group; identifying the progress made in achieving the recommendations from the report “Mapping the Employability Landscape for people with a Learning Disability in Scotland”. Advise the Minister on the conclusions reached by the short-life Employment Task Group.