

SURREY SUPPORTED EMPLOYMENT Ltd

ANNUAL REVIEW 2008-2009

Surrey Supported Employment is a unique partnership of 42 member organisations who provide a range of services including employment advice, training, supported employment and job opportunities to people with disabilities, mental health problems and others disadvantaged in employment.

Surrey Supported Employment manages the partnership and the strength of the network has accessed funding from the European Social Fund, Department for Work and Pensions and the Learning Skills Council. The funding has provided opportunities for members to deliver programmes to enable people to develop new skills and access work.

In addition **Surrey Supported Employment** is a direct provider of training through its **Surrey@Work** programme.

The last year has been a busy and productive one for SSE Ltd.

1 Developing the organization and building capacity: resources, administration and finance

In the last year **Surrey Supported Employment**:

- **Established** a permanent office at White Lodge in Chertsey in the new Rendezvous Resource Centre for adults with disabilities.
- **Increased** the support to members by recruiting a part time Administrative Assistant to meet the demands of the growing organisation.
- **Strengthened** the financial administration of the organisation and engaged a firm of accountants.

2 Representation and consultation: representing the SSE membership and consulting with members on new developments and initiatives

Surrey Supported Employment has:

represented our members at many regional, national and international forums including the Surrey/Sussex Supported Employment Group contact group of local authorities and welfare to work providers in the South East of England.

consulted the membership on various issues and fed back to the relevant body, including feedback to the Surrey PCT commissioners on the new NHS Improving access to psychological therapies (IAPT) framework.

joined a reference group on ESF Community Grants 2007-11 convened by Surrey Community Action who co-ordinate the grant-giving process.

contributed to the steering group for the Surrey Individual Placement and Support project for people with severe mental health conditions.

3 Opportunities for SSE members to deliver funded programmes include:

ESF Co-financed programme 2008-11

We have started to deliver the **SE 07 Stepping Stones** programme in Surrey through our members on behalf of Working Links Ltd, and built capacity by commissioning:

- A Mentoring scheme from Surrey Chambers of Commerce
- A Community Project in Camberley (from Oakleaf Enterprise Ltd)
- A Black Minority Ethnic Pathway (from SCC Employability)

Six SSE members have agreed to deliver Pre-employment Sector Routeways and begun registering customers and helping them move towards employment.

Flexible New Deal

On behalf of members we have sought to promote SSE to Flexible New Deal Phase 4 prime providers during the tender process.

Specialist Disability Employment Services

This new service will combine the existing Workstep, Access to Work and Work Preparation programmes for the Kent, Surrey and Sussex JCP Districts. SSE has joined a group of local authorities which plan to create a new “special purpose vehicle” to tender for this service, designed to support those furthest from the labour market.

4 Services to SSE members and the wider community: service users, supported employment providers, and employers

Helpline (0845 650 2638) and “One Stop Shop” for Employers

Over the past year, the Helpline has received calls from unemployed people in search of appropriate support to access work. We have directed these calls to the relevant support agency. Employers have contacted us with specific issues about recruitment and retention of staff. Through our “one stop shop” approach to advice and representation, these enquiries can lead to bespoke training sessions or interventions with employers and managers to support a person to maintain their employment.

South East Employment Network - tender

There was a successful to outcome for our tender to provide take over and expand the South East Employment Network (SEEN). Richard Lamplough has

been appointed to the Project Manager post. We plan to launch the new Network at our Conference in September 2009.

Surrey Mindful Employer Group

We have co-ordinated the Surrey Mindful Employer Group which has sponsored several business events for employers to raise the profile of the national Mindful Employer initiative (www.mindfulemployer.net).

WiSE MOVE: Web-based resources to support job coaches.

SSE has been a partner in this transnational EU Leonardo programme project to design materials to support “informal job coaches” for people with learning disabilities in the workplace. The project finished in November 2008, and the materials can be found on the “legacy” website: <http://www.wisemove.eu/>

The **Surrey@Work** training programme facilitated eleven courses attended by over 133 delegates (an increase of 53 over 2007-8). Course titles included:

- Employment Law.
- Aspergers and Employment.
- Training in Systematic Instruction*.
- Plan Design and Deliver a Back to Work Plan,
- Working with Employers,
- Diversity in the Workplace,
- Introduction to Supported Employment,
- Employment Support Allowance,
- Incapacity Benefit Reform and the Employment and Support Allowance.
- Supported employment*

(* on behalf of the Surrey Learning Disability Partnership Board).

Our 19th **Network Seminar** was held on 04 November 2008 and attended by 33 delegates. The seminar was entitled “Working Together for Job Seekers in Surrey” and included both formal presentations and “speed networking” to allow practitioners to meet each other and get to understand each other’s services.

We have delivered 8 sessions of **Mental Health Awareness** induction training on behalf of Surrey County Council.

We revised our membership criteria, and have worked with the SSE Members to identify additional **membership benefits** including discounts on goods and services.

Published an expanded **Newsletter** for members

Held our 20th **Network Seminar** on 02 June 2009. The morning session was a “marketplace event” for network members, which proved a very relaxed and successful way for practitioners to network with each other. The afternoon

session focused on volunteering opportunities in Surrey, including those which will come with the 2012 Games.

What we are going to do in 2009 to 2010:

- **Hold** our second **Conference** on 29th September 2009 to focus on the skills and training needs of the employment support practitioner, featuring Professor Dame Carol Black as the keynote speaker.
- **Deliver** the European Social Fund SE 07 Stepping Stones programme in Surrey through our members on behalf of Working Links Ltd
- **Respond** to consultation on the Government's Welfare to Work initiatives and Surrey County Council's change programme
- **Represent** our members in local, regional and national stakeholder groups, including the "3SE" stakeholder group across Kent, Surrey and Sussex.
- **Strengthen** our communication with members and stakeholders through our Newsletters and Seminars.
- **Improve** our marketing of SSE Ltd and promote our members via our Website (www.surreyemploy.org.uk) and Helpline (0845 650 2638)
- **Seek** new opportunities for our members to deliver welfare to work programmes and other EU funded programmes
- **Support** employers in Surrey on recruitment and retention issues and develop a "one stop shop" approach to advice and representation.
- **Develop** an accreditation framework for our successful **surrey@work** training programme.
- **Co-ordinate** the Surrey Mindful Employer Steering Group, which is raising awareness of the Mindful Employer principles in the local business community
- **Promote** the **0845 helpline** and seek funds to grow and expand this service to the Surrey community.
- **Represent** SSE Ltd and the SSE Network at seminars, events and conferences

- **Achieve** status as an Accredited Provider for DWP and register on the Momenta gateway.
- **Undertake** a Self Assessment exercise for the SSE organisation and support SSE members to embed self assessment methodology.
- **Deliver** a further six one day Mental Health Awareness courses commissioned by Surrey County Council up until March 2010.
- **Expand** and develop our website: www.surreyemploy.org.uk.

Where the money went:

At the beginning of the financial year 2008/2009 **Surrey Supported Employment** carried forward £170K in reserves. The reserves are vital in order to secure the short term sustainability of the organization with regard to staff costs, operational costs and to pump prime projects and activities on behalf of the membership. In addition £37K of funds is ring fenced on behalf of member organizations for projects managed by **Surrey Supported Employment**.

A detailed copy of accounts for the financial year 2008/2009 is available on request.

Further income came from training courses, seminars, membership fees and sponsorship. The surrey@work course programme has attracted funding through the Surrey Learning Disabilities Development Fund, which has sponsored our courses.

The largest cost, and benefit, to **Surrey Supported Employment** is its staff with costs of £42K. Other costs of £17K over the year have included office rent, development of a new website, operational costs and publicity.

Surrey Supported Employment also manage funds for programmes and projects delivered by it's members. At the end of the financial year 2008/9 net income is as follows:

Learning Disability Development Fund (2)	£ 15.9K
Surrey Mindful Employer	£ 3.7 K
Se 07 Stepping Stones	£ 18K

Appendix One

Surrey Supported Employment Ltd: Staff

Henry Woodhall:
Business & Development Manager
henry@surreyemploy.org.uk

Carol McCart:
Administration & Finance Officer
carol@surreyemploy.org.uk

Andrea Pope
Administration and Finance Assistant
andrea@surreyemploy.org.uk

South East Employment Network Project Manager
Richard Lamplough
lamplough@btinternet.com

White Lodge, Holloway Hill, Chertsey, Surrey, KT16 0AE

0845 650 2638 – Information Line
01932 567134 - Office
www.surreyemploy.org.uk

Directors

Roger Deacon
Sue Godby –Vice Chair
David Barrett
Graham Plummer
Clive Stone
Pauline Hedges
Phil Shepperd
Roshan Bailey
Hedley Finn
Michael Munson
Christina Earl
Michael Nigh

Chair
Unum
Company Secretary
ESRA
Oakleaf Enterprise Ltd
Surrey Chambers of Commerce
Work Stress Solutions
Project Action Limited
Independent Consultant
Richmond Fellowship
Surrey County Council
Co-opted Book-keeper

Surrey Supported Employment is a company limited by guarantee, registered in England, number 4691567.

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