

JOURNEY
TO WORK

fife
employment
access
trust

journey
to
work

FIFE EMPLOYMENT ACCESS TRUST

Annual Report 2008-2009



Collydean Cottage, Pitmedden Loan, Glenrothes, Fife KY7 6UG
Scottish Charity Index Number: SC022263

Developments Activities and Achievements

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FEAT's charitable purposes are: the relief of poverty and the advancement of health. To further these purposes the charity seeks to support people in finding employment and to raise awareness and understanding of the employment needs of people with disabilities or health problems. By achieving these aims FEAT helps to relieve poverty and improve the health and well-being of clients and their communities.

At the end of the last financial year we were reflecting on the first year's activity of Journey to Work, and a very successful first year it was, with a total of 67 organisations that used our services and 2969 people that benefited from Journey to Work. For year 2, 2008-09, we increased this to 3940 people.

We achieve our aims as outlined above through a range of activities with clients, employers and the wider public as follows:

Work with Clients

In this past year we had 214 referrals in total, 186 of which we met in the first instance and 139 of these agreed to work through a programme with us. As part of the programme the clients are offered a range of personal development training and over this period we delivered 8 STEPS courses, 8 STARS courses and 1 PX2 course, with 104 attendees in all. Specific skill workshops were delivered to 45 individuals in a combination of group and one-to-one sessions, covering jobsearch skills, CV development, application form completion and interview skills. A high percentage rate of returns of evaluation forms were received with 90% of clients reporting a significant improvement in their confidence, motivation and attitude and 88% in their ability to set goals.

As part of the development programme, clients who have attended our motivational courses are offered positions as mentors on future courses. This year we have engaged mentors on 9 of the courses – and a mentor training session was delivered to 3 new mentors.

In addition we have been able to support clients by offering 30 placements in a wide range of businesses and organisations, including FEAT itself. At the year end, we had supported 46 clients into employment and 19 into training and continue to actively track 75 exited clients. Six clients were provided with counselling from FEAT and 5 were provided in-work support.

Work with Employers

Our training activity has been equally busy and we have had another very successful year. We have delivered 12 training events from one-hour sessions to 2-day sessions with 122 attendees in total. Completed evaluation forms demonstrate that this training is very effective in raising awareness of mental health in the workplace. We are continuing to use the training to more effectively lever opportunities for our clients—such as generating work placements from employers who take part in our courses. Of 95 evaluations returned, 100% reported that their objectives had been met and their awareness raised significantly. We were also proud to have one participant on a 2-day course who flew in from the USA to attend, having read about training provision on the internet. All of the courses gained ILA approval during the year, enabling lower-paid individuals or those on benefits to attend without the barrier of cost.

The Roadshow & Information Hub displays have continued to be popular, and again we are looking at ways of using them to lever opportunities for clients. This year we have delivered the Roadshow in 50 venues with 3754 attendees.

Work with referrers and the wider public

Keeping our profile high is essential in ensuring that all those who can benefit from our services do so. This year we have continued to feature in articles in the local newspapers on a regular basis (41 in total). We have run a campaign through the Stagecoach bus service for the second year running; we have a 30-second powerpoint presentation running in 5 screens in 2 hospitals every 20 minutes; we're advertising in patient information leaflets and interior location maps for the Victoria Hospital; and we also ran adverts in the Big Issue and a Fife Chamber of Commerce publication. Due to the high demand for our information displays and our attendance at regular open days, conferences etc, we invested in additional display materials to enable us to run up to 5 displays in any one week. The banners, newsletters and website were also rebranded at this time with the assistance of a graphic designer and several staff took part in a professional photo-shoot to enable us to use staff images on all future publicity materials. We also developed a short promotional film, available on our website, which has been used in referrer briefings and played alongside our display stands at conferences and events across Fife.

Our website's "ranking" has significantly improved over this period and our scrolling news bar is updated 2-3 times per week to keep the content fresh and current. Our e-bulletins have over 500 subscribers and have attracted a high number of positive comments from readers and contributors. Our presence on the internet generally has greatly increased over the year, though the face-to-face approach with the general public continues to be of high importance and we had staffed displays in 2 Fife shopping centres and one in Asda in Kirkcaldy during the year, as well as attending 91 meetings and networking events which all help to broadcast the message and raise our profile, as well as engaging FEAT in the strategic arenas that ensure we are delivering the best service for our clients.

We have continued to deliver regular referrer briefings—13 in this reporting period and a further 3 delivered digitally—supplying a memory stick filled with our information, leaflets and promotional film. We were also proud to be invited for a 10-minute private discussion with Prime Minister Gordon Brown in his Kirkcaldy office, which attracted much media publicity to further raise awareness of our services.

Research

During this reporting period, a 2-year research project has begun led by a lecturer at Napier University. The research will look into the barriers to employment from both the client's and the employer's point of view and all FEAT clients will be provided the opportunity to participate and contribute to this research.

Social Enterprise

We were successful in securing funding for a feasibility study around our proposals to develop a social enterprise. At the time of writing, this work is still ongoing and two potential business ideas are now being actively investigated—"FEAT & PAWS" and "Digital FEAT".

Finance 2008-09

<u>Income</u>		<u>Balance Sheet</u>	
Voluntary Income	273,673	Fixed Assets	-
Activities & Generating Income	11,534	Current Assets	152,033
Investment Income	1,908	Creditors	7,576
Total	287,115	Net Assets	144,457
<u>Expenditure</u>		<u>Funds</u>	
Charitable Activities	288,436	Unrestricted	80,167
Governance costs	3,766	Restricted	62,290
Total	292,202	Total	142,457
Net Incoming Resources	(5,087)		

The full audited accounts are available from the FEAT office on request.

Fife Employment Access Trust

Aims

As an unincorporated association, FEAT aims to:

- Raise awareness and understanding of the employment issues faced by people with a disability or health problem
- Provide support to enable people to use their skills and abilities to find, secure and retain employment.

Through its current services FEAT focuses its support on people disabled through a mental health problem who find it particularly difficult to find and retain employment.

FEAT is a registered charity and operates as an unincorporated association under a constitution which was formally adopted in 1994. The organisation is governed by a voluntary management committee responsible to the members. FEAT has been managed during 2008/9 by the following members serving on the management committee:

Management Committee

Norma Clark (Chairperson)	Chris Bennett (Vice Chair)
Edward Link (Treasurer)	Jim Stewart
Gordon Mitchell	Sandra Wilson
Eddie King	Brian Smith

Trustees are recruited and appointed according to the terms laid down in the constitution. There is an induction pack in place for new trustees as well as access to training. These full members have been supported by a link officer from a statutory agency who attends in an advisory capacity. During 2008/9 this role was taken by Jim Davies of Fife Council Social Work Services.

The financial management of FEAT has been overseen by accountants and auditors J Harley Hepburn.

The day to day operational management is delegated to the staff team. The following staff were employed during the period 2008/9:

Sallie Anderson	-	Project Manager
Carol Anderson	-	Trainer/Facilitator/Deputy Manager
Pat Rose	-	Administrator
Anna Bennett	-	Senior Employment Advisor
Tracy Brown	-	Employment Advisor
Harriet Lenman	-	Employment Advisor
Anne Watts	-	Employment Advisor
Wendy Barbour	-	Employment Advisor
Emma Bremner	-	Employment Advisor
Sarah Cherrett	-	Employment Advisor
Cindy Mills	-	Employment Advisor
Duncan Mitchell	-	Marketing Co-ordinator
Eleanor Brown	-	Administration Support

A big "Thank You" from the Management Committee of FEAT to all our staff, partners and supporters for their hard work and support over the past year.

FEAT is a local voluntary organisation established in 1994 by a group of people – some with disabilities or experience of mental health problems – who were concerned at the lack of employment opportunities for people with a disability or mental health problem living in Fife.

We share a belief that most disabled people (including people who experience mental ill health) are treated as second-class citizens by being denied the opportunity to work. We work to support people with disabilities to find, get and keep a job they want, and challenge the attitudes that prevent so many from achieving this.

Contact us at:

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