



## MINUTES OF JOBS STRATEGY GROUP

**Date:** Thursday 4 November 2010

**Held at:** Lloyds TSB, 120 George Street, Edinburgh

**Present:**

David Metcalfe (Chair)	Lloyds TSB
Brian Lister	Lothian Association of College Principals
Ken Shaw	City of Edinburgh Council
Brian Martin	City of Edinburgh Council
Roger Horam	Edinburgh Chamber of Commerce
Patricia Thomson	Skills Development Scotland
Ann Scott	Jobcentre Plus
Jim Rafferty	Capital City Partnership
Matthew Crighton	Capital City Partnership
Jenny Ewing (Minutes)	Capital City Partnership

**Apologies:**

Jim McGonigle	Jobcentre Plus
Kate Burton	Edinburgh CHP
Malcolm Barron	Skills Development Scotland

Item

1 There were no declarations of interest.

2 **Minutes of previous meeting**

The minutes were accepted as an accurate record.

3 **Matters arising**

**Modern Apprenticeships:**

Matthew Crighton confirmed that the meeting with David Thorburn of the Financial Services Skills Gateway had taken place and discussions were ongoing. Brian Lister noted that the college was having to work hard to find MA opportunities in financial services and he suspected that employers were choosing to recruit older people.

**On-flows and off-flows:**

Anne Scott noted that the most recent figures showed the highest volume of off-flows so far. There had been more off-flows than off-flows for some time and there was also an increase in available vacancies, all of which is good news.

**Single Work Programme:**

To be covered at Item 6.

4 **Jobcentre Plus and other partner updates**

**Jobcentre Plus:**

Anne Scott spoke to her paper ('Get Britain Working') which she tabled. The key points to note were as follows:

- Focus is on providing a more personalised service to JCP customers. 5 voluntary options are available prior to referral to the Work Programme. Work Clubs and Work Together were launched in October and the other options (Service Academies, Work Experience, and Self-employment) are being developed with a view to launching in 2011.

- Work Programme: JCP will know who the bidders are in the next few weeks. People will be referred to the WP at 6 months (18 – 24 year olds) or 12 months (25 and over). There is still a debate going on about whether people moving to JSA from other benefits will go to the Jobcentre or be referred directly to the WP.

Brian Martin noted the establishment of community hubs as part of the development of Get On and the desirability of linking Job Clubs to these. Ann agreed and responded that JCP is working on establishing locations for Job Clubs. Cheryl Kingstree is taking the lead on this and will discuss with Brian.

Jim Rafferty noted that links should also be made with area intermediaries.

Ann informed the meeting that the District manager role in JCP was being developed, and there may be more discretionary funding for innovation and local solutions.

Brian Martin also noted the relevance of the sectoral academies developed in Edinburgh.

Ann said that numbers for apprenticeship provision had already been passed to SDS and the new provision will start in August 2011.

Ken Shaw asked about transitional arrangements as the older programmes are finishing before WP is available. Ann responded that there will be a gap for some customers of around 2 – 3 months and it will be up to JCP to do its best to provide support. Referrals to Ingeus will cease at the end of March. Ken noted that there may be implications for JUFJ provision and it would be useful to have some ideas of volumes.

Brian Lister said that in his view these major changes, and the cuts to public sector budgets, would seem to indicate the need for a Resilience Plan mark 2. Brian Martin pointed out that ESF 5 is currently another unknown factor. Patricia noted that the funding picture for SDS should be clearer by the end of the year and suggested a half day meeting. David emphasised the usefulness of such a meeting to co-ordinate partner responses to the developing situation.

Jim Rafferty suggested that early part of the New year would be the appropriate time and this was agreed

**Action point:** Jim Rafferty to convene a planning meeting as discussed above.

JR

**Edinburgh Chamber of Commerce:**

Roger reported an increase in the number of young people (under 30) seeking to go into self-employment, particularly in the regeneration areas. This is a change from previous downturns when the increase was seen among the older age groups.

**Further Education Colleges:**

Brian Lister noted there had been good attendance at the Skills event on Monday and noted that the JUFJ partnership was a key factor in enabling co-ordinated responses to initiatives.

**City of Edinburgh Council:**

Ken reported that implementation of the employability review was ongoing. All council funded employability services will be delivered via Economic Development therefore transfers from other CEC departments were underway, currently identifying monies elsewhere in CEC which should be moved to Economic Development. The aim is to achieve budget certainty around social care and employability. There is likely to be a total of around £7 million including staff costs and costs of the proposed arms length

company, but this won't be confirmed until the departmental budgets are finalised by the management team. Realistically the council is in a disinvestment situation and therefore seeking approximately £0.5 million saving on the budget noted above. A letter has therefore been sent to FSF funded organisations informing them that they should not assume continued funding beyond the end of the current financial year.

The next step is to put together an investment plan, identifying what is within scope and performing well and which will go forward into the new regime. The plan will then be passed over to the arms length company to manage and to seek efficiency gains. Going forward, the role of Economic development will be around demand, performing a gateway function. The aim is to complete the plan by the end of March, but the process may extend into the first quarter of the new financial year.

The new Chief Executive, Susan Bruce, is starting in January.

Brian Lister asked about criteria for investment, in particular whether leverage would be considered. Ken responded in the affirmative, as leverage relates to VfM.

In conclusion, Ken noted co-operation with the colleges i.e. with Stevenson (Academy at St James) and with Telford (Construction Academy).

Brian Martin added that there had been a meeting with the Scottish Government about ESF 5. The city is likely to have around £7 million for a two year programme i.e. £3 million ESF. Full application form is to be completed on the basis of feedback, the submission deadline being end of November. Roger noted that all CCP bids will be funded to some extent. Scoring panels were 'finding fault', but in order to feed back to bidders.

#### **Skills Development Scotland:**

Patricia reported that the focus has been on the summer 'spike' of activity. The SLDA has been completed but figures have not yet been released. A change in the profile of case managed young people had been observed, with an increasing number of MCMC young people who had stayed on at school till 5<sup>th</sup> and 6<sup>th</sup> years and who had qualifications. Such individuals do not qualify for GRfW. There was a need to analyse the situation and find a destination for these young people. Results of analysis will also be fed back to the schools to help them design and deliver the provision which is most effective.

There was good uptake of both GRfW and TfW but positive outcomes remain a challenge because of the job market situation. Incentives were being offered to employers.

The latest Get into Retail programme had been very successful with all 15 participants completing. 11 had gone into work, and the remaining 4 were expected to do so also.

David asked if this programme was scalable. Patricia responded that it was simply a matter of cost. Currently 3 – 4 courses per year are offered.

Brian Lister stressed the importance of supplying the right information to young people. Patricia responded that SDS had recently offered a seminar on 16+ choices and there had been full attendance from the schools. She also noted that the Curriculum for Excellence had a focus on partnership working between schools around what needs to be done to keep young people engaged in learning until age 19.

## **5 Performance reports**

### **Operational plan:**

David commented that, looking at the performance papers available, that the partnership is now light years ahead of where it was 2 years ago.

Matthew reported that he was working on getting appropriate employer input to the skills strand of the operational plan. His recommendation is that an employers' group is established for this purpose. An output of the Skills summit will be to bring skills objectives into the operational plan. Ken noted that there is an existing group: the Business Leadership Forum.

Brian Martin noted the fit with the ESF 5 pipeline, therefore it will be useful to have a discussion about best fit.

Brian Lister emphasised the importance of future planning and this should be incorporated in the agenda for the JSG session in January.

David summarised the 3 aspects of the skills agenda to be addressed:

- Strategy
- Tactics
- Employer engagement. On this point David emphasised that employers should be consulted about how they want to be involved.

**Outcomes report:**

Jim Rafferty noted a query about table 5 (page 6). The fall in employment rate now puts Edinburgh at the national average, and the unemployment statistics don't reflect this. David speculated that this discrepancy might be related to the residence base. Patricia recommended that this requires further investigation. The next report should be looked at closely in case there is a sampling issue.

6 **Beyond the Pathfinder**

Jim Rafferty spoke to his paper. He singled out paragraphs 2.7 – 2.9 regarding localisation. Basically the message is that we need to work with the contractor(s) appointed to deliver the Work Programme.

He also drew attention to the rationale for an arms length company: to address the issue of fragmented funding and to specify and commission a joined-up service. He also drew attention to Section 4 on service delivery.

Ken endorsed these remarks and also mentioned seeking economies of scale via a single platform for service delivery. A single approach to prime contractors will also be enabled.

In conclusion Jim Rafferty noted that there will be a lot of change for the service providers therefore a communication plan will be established and implemented.

**Decision:** The Group endorsed the recommendations of the report.

7 **Bulletin**

The contents of the Bulletin were noted. Patricia drew attention to the Employer Recruitment Incentive, with reference to the earlier discussion about a shortage of Modern Apprenticeship places.

8 **Performance and Resource Planning Group report**

David drew attention the predicted overspend on budget should the pending project brief be approved. Patricia noted that there is likely to be some underspend on existing contracts.

9 **AOB**

Matthew informed the Group that the National Delivery Group will be held in Edinburgh On Tuesday 23 November. If any partners are interested in attending, please let All Matthew know.

Brian Martin noted that the FSF letter previously mentioned should be cascaded to organisations affected.

11 **Date of next meeting**

Calendar of meetings for 2011 to be set. The meeting will be on Thursdays.  
Date to be set for planning meeting.

*NB: The following amendments to be ratified at the next Job Strategy Group meeting*

- *Pg 2 - 2<sup>nd</sup> para: Should be Work Club, rather than Job Club*
- *Pg 2 - 6<sup>th</sup> para: Should be training rather than apprenticeship and this provision is for next year (rather than beginning in August)*

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