

# CAPITAL CITY PARTNERSHIP

# MINUTE OF MEETING

Meeting of: **JOBS STRATEGY GROUP**

Held at: Lloyds TSB Scotland, Henry Duncan House, 120 George St, Edinburgh

Date: **Wednesday 4 November 2009**

**Present:**

David Metcalfe	Chair
Malcolm Barron	Skills Development Scotland
Jim McGonigle	Jobcentre Plus
David White	Edinburgh CHP
John Palmer	Edinburgh CHP
Matthew Crighton	Capital City Partnership
Jim Rafferty	Capital City Partnership
Brian Lister	Lothian Association of College Principals
Ken Shaw	City of Edinburgh Council
Brian Martin	City of Edinburgh Council
Jenny Ewing	Capital City Partnership

**Apologies:**

Patricia Thompson	Skills Development Scotland
Roger Horam	Edinburgh Chamber of Commerce

1 There were no declarations of interest. Action

2 **Minutes of the meeting of 5 August 2009 matters arising**

David Metcalfe welcomed everybody to the group. The minutes were agreed as a correct record with one amendment agreed:

Grammatical error in 3.6 to be corrected. JE

3 **Matters arising**

The following matters arising were discussed:

**2.1 Registered Social Landlords and Employability**

Report had been received and uploaded to the website: copy to be sent to John Palmer. JE

**3.7 Skills Development Scotland**

Malcolm Barron gave an update on the Young Peoples' Event hosted by Stevenson College in September. Partner support for this had been excellent, but unfortunately there had been a poor response from the client group. The young people who attended obviously found it useful. SDS was seeking reasons for the poor attendance which would inform the marketing of any future similar events. There will be a 'Ways to Work' event at the end of November – this will be held in the Careers Scotland office in Shandwick Place.

Matthew Crighton reported that he had sought suggestions of other target groups for which events could be provided but that there had been no response. Brian Martin counselled that there should be something on offer at such events, rather than solely information. Others noted that with the wide range of providers in attendance there was a concrete offer at this event.

**4.6 Skills Development / Integration**

Matthew Crighton reported that he had discussed the issue with Patricia Thompson in order to agree a way forward. They agreed that the partnership's thinking is not yet at

a stage where a detailed operational plan can be drawn up. The proposal is that a Skills Summit be held to bring together what we know about future skills demand in the local economy. There was some discussion about the appropriate time for this. It was agreed that April/May would be suitable.

Malcolm Barron stressed the advisability of focusing on employment sectors rather than on general levels of skill which can be a 'blunt instrument'. Partners can assist in identification of sectors on which to focus. He mentioned as an example early warning of developments in the city (such as approvals for new hotel builds). This aspect should be included in the operational plan.

MC

#### 4.7 Help for Workers at Risk

Matthew Crighton had drafted an operational plan and circulated to partners for comment. A decision will need to be taken on how this area of work will fit into the existing group structure.

#### 5.1 Performance Reports – Outcomes, Targets and Indicators

Further information on current contract performance is needed in order to constructively enter into co-commissioning with DWP

#### 8.1 Labour Market Foresight: Implications of Recession for Strategy

Matthew Crighton reported that the idea of a Skills Summit was a means of progressing this action point.

#### 8.3 DWP Commissioning Strategy

**1. Expression of interest in co-commissioning Progress to Work** – Matthew Crighton had followed this up and had met with DWP's Commissioning Team who are keen for the Partnership to contribute. Matthew pointed out that it will be helpful if partners are clear about the size of contribution which can be made available and on what terms by the time the programme goes to tender in February. He would also like to be able to feed into a Commissioning Team meeting in mid November, and would therefore like to have some information on the performance of the previous Progress to Work contract. Jim McGonigle responded that JCP cannot release statistics beyond what is publicly available. Individuals who have signed up to the Chinese Walls protocol can be supplied with the relevant information but that could not be shared within their organisations. Jim will email Matthew either with information or with reasons why it cannot be shared.

JM

#### **2. Expression of interest in hosting pilot for Problem Drug Users Programme**

DWP had already decided on the pilot areas prior to this action point being noted.

#### **3. Proposed SLA with DWP**

Matthew Crighton reported that there had been a presentation at the CSP learning network meeting on the Pathfinders' experience of working with the commissioning process. DWP officials had been in attendance and had reacted positively to the recommendations.

#### 4 **Presentation: the Offer from JCP**

Jim McGonigle spoke to his presentation on JCP programmes and services. Flexible New Deal has now been launched in the District and customers will have an action plan from Day 1.

Jim outlined all of the main elements of new and existing JCP provision, he presentation slides are attached with the minute

David Metcalfe noted the usefulness of the helicopter view on the penultimate slide and asked if there was an equivalent guide for employers. Jim McGonigle responded that the diagram was available on-line: this can be found at <http://www.jobcentreplus.gov.uk/JCP/stellent/groups/jcp/documents/websitecontent/de>

[v\\_016298.pdf](#) JCP was also preparing 'tube maps' for employers and jobseekers.

In response to a query from David White, Jim McGonigle said he would be happy to deliver the presentation to NHS staff – David White to email to arrange details.

DW

During the subsequent discussion, the importance of aligning the JCP, SDS and FE offers was noted.

Brian Lister asked if there was support for all the apprentices who have been made redundant. Malcolm Barron summarised the actions which have been taken, including engaging with training bodies and the launch of the Adopt an Apprenticeship campaign. More than half have been enabled to continue their apprenticeships with the remainder being supported individually.

Jim McGonigle noted that JCP is seeing more mental health issues reported by claimants. There was agreement on the need to engage with employers, including with the social responsibility agenda and with the Future Jobs programme.

Brian Martin noted that the 'community benefit' requirement for Future Jobs Fund jobs presented a risk – if DWP does not approve a job, the funding cannot be drawn down. There was a need to tidy up the bureaucracy so that employers were not deterred from participating in the scheme.

## 5 **Other Partner updates**

### 5.1 **Further Education**

Brian Lister reported that the colleges are working with schools to ensure that an appropriate curriculum was delivered to S5 and S6 pupils who had elected to stay in school, but who in other economic circumstances would have elected to enter the job market. The pressure on bursary funding was also noted, with the colleges having committed all the available monies to the September intake of students.

### 5.2 **Capital City Partnership**

Jim Rafferty drew the group's attention to the MCMC operational plan which is now incorporated within the overall Jobs Strategy plan. CCP has received an email from Alan Macgregor asking respondents to identify barriers and constraints affecting employability partnerships. It is intended that the results of this survey feed into the Scottish Employability Forum. The email will be circulated for partners to input. Matthew will co-ordinate the combined input.

MC/ALL

### 5.3 **NHS Lothian**

David White distributed copies of the internal NHS newsletter, 'Connections' which has several employability related articles. In particular he drew attention to the items on the re-instatement of the apprentice programme. The NHS has introduced an employee placement programme for staff members who have been absent through ill-health. Support for the JET programme continues.

It was agreed that Connections is a useful source of information. John Palmer will investigate if it is available as a PDF which can be put on the website.

JP

### 5.4 **Skills Development Scotland**

Malcolm Barron indicated the key points in the latest school leavers destination figures for Edinburgh. Numbers going into FE, HE and training were up, and the numbers into employment were down. Overall the percentage going into negative destinations was marginally down. Figures for all the educational authorities will be published in about 3 weeks.

John Palmer asked if the figures for Castlebrae, Craigroyston and WHEC were in line with the trend. Malcolm Barron responded that the figures for these schools are worse, but cautioned against drawing any conclusions from this. These are very small

schools and the percentages can be skewed by just a couple of pupils. It was noted that a large number of pupils who live in the former SIP areas attend schools outwith their catchment area. Jim Rafferty said that postcode analysis was normally available in fully analysed version of the SLDR report. He will circulate the SLDR with the minute of this meeting if SDS protocol permits.

JR

5.5 City of Edinburgh Council

Ken Shaw reported that the tendering for the construction of social housing was underway. Contracts will include a social benefit clause which will encourage the employment of local labour. This approach will also be taken to the procurement of the extension to the St James Centre. Jim Rafferty noted that a potential bidder had been in contact with him to ask about the Jobs Strategy and this was an encouraging sign. Brian Martin will provide the wording of the clause and the guidance notes for circulation to partners, NHSL may be able to adapt this in their procurement processes.

BM

6 **Performance Reports**

**Operational Plans**

6.1 It was noted that the Skills element is still red and there is a need to allocate responsibility to take actions forward. It was agreed that skills forecasting is notoriously unreliable, hence the need to combine national information from Futureskills projections with local intelligence from employers, providers and partners. It was noted that the Skills Summit will bring together JCP, SDS and FE around this topic. Matthew Crighton to progress. He will also re-circulate question about where this element fits within the partnership's structure. Jim Rafferty stated that there would be a draft operational plan for consideration at the next JSG meeting.

MC

6.2 Greater Customer Reach

Brian reported that this element has been rather static but is convening a meeting to progress.

6.3 Health and Employability

Employability training is progressing well. Implementation of the NHS HR strategy is a little slower than anticipated, – there is an issue establishing baselines but steps are being taken to resolve this.

6.4 Employer Outreach

Jim Rafferty reported that both employer engagement events had gone well. There needed to be trust among providers in order to underpin referrals, and that this was developing. It is clear that further thought needs to be given to employer needs and how best to engage with 'new' employer partners. Analysis of event feedback and follow up will help with this and there is quite a hefty agenda now for the EEG. Brian Martin suggested seeking feedback from the table hosts and he will contact Rhona McLinden discuss.

6.5 Jobseeker Offer

Main item of note is the progress on the Customer Charter which was launched by Fiona Hyslop at the October event. 5 organisations were formally presented with the charter. There will be 2 further groups of 5 organisations assessed over the next 4 months.

6.6 Joined up Funding

The contents of the PRG report were noted.

6.7 MCMC

A line for this element should be added to the summary. Jim Rafferty observed that pupils and their families appeared to be making sensible decisions in the current situation, but it was recognised that this represented a challenge for education providers

JE

## 6.8 Outcomes, Targets and Indicators

It was noted that targets for a number of the funded programmes were not in place, Jim Rafferty suggested that some form of benchmark is needed to make the outcomes figures meaningful. Ken will ensure that the CEC target figures are supplied. Jim McGonigle and Malcolm would consider what additional data relating to the DWP contracts and National Programmes position respectively could be provided.

KS

The positive movement in the figures for lone parents was noted. Jim McGonigle observed that the availability of tax credits made part-time work more attractive.

## 6.9 Recession Responses

The contents of the paper were noted

## 7 Bulletin

7.1 The contents of the bulletin were noted

## 8 Policy and Strategy update: National Health initiatives

8.1 David White spoke to the paper. It was agreed that the progress made was impressive. David White commented that the paper is much more substantial than would have been the case 2 years ago and that this demonstrated the value of being part of the partnership.

## 9 Performance and Resource Planning Group report

9.1 The contents of the report were noted.

## 10 AOB

### 10.1 Visitors from Holland

Jim Rafferty informed the group that a delegation will be visiting Edinburgh and he will circulate the date. He noted that Holland has highly devolved access to employment provision, and was the only western country where unemployment has not risen during the current recession.

### 10.2 Consultation with DWP

Matthew informed the group that he had submitted comments on the Community Taskforce and would also do so on Work Choices.

10.3 David Metcalfe ended the meeting by stressing:

- The importance of feeding information on barriers to the Scottish Employability Forum
- The need to further clarify the 'offers'

## 11 Date of next meeting

The next meeting of the JSG will be at 2.00 pm on 3 February 2010.

Other meeting dates for 2010 will be:

- 5 May
- 4 August
- 3 November

# Increased support from Jobcentre Plus – Autumn 2009

Jim McGonigle  
District Manager  
Edinburgh Lothians and Borders



jobcentreplus

Part of the Department  
for Work and Pensions

## Increased support from autumn 2009

- Backing Young Britain
- Young Persons Guarantee
- Jobseekers Regime and Flexible New Deal

# Increased support for young people

## Backing Young Britain

The Government has recently launched the Backing Young Britain Campaign which is a call to businesses, charities and government bodies to create more opportunities for young people.

# Backing Young Britain

1. Offer volunteer places or become a volunteer mentor for school or university leavers
2. Provide work experience opportunities
3. Offer internships to graduates, 18 year olds and non-graduates
4. Consider a young person for a job through a work trial
5. Supply apprenticeship opportunities
6. Bid for one of the jobs for young people from the Future Jobs Fund
7. Engage in a Local Employment Partnership with Jobcentre Plus.

# Increased support for young people

## Young Person's Guarantee

### **Four elements:**

- Routes to Work – launch autumn, expand in winter
- Future Jobs Fund – launch October
- Work-focused training – launch autumn
- Community task force – launch early 2010

# Increased support for young people

## Routes to Work

- Help for young people to get a permanent job in a key employment sector
- Sector-specific pre-employment training available if required
- Recruitment subsidy for employers

### **Autumn 2009:**

- Retail
- Hospitality, leisure, travel & tourism

### **January 2010**

- Care
- Facilities management
- Security
- More to come by April 2010

# Increased support for young people

## Future Jobs Fund

- Future Jobs Fund – 150,000 jobs lasting at least 6 months
- 100,000 for 18-24s approaching 12 months on JSA
- 50,000 for other jobseekers in the UK's most disadvantaged wards
- First jobs start October 2009 – all start by March 2011.
- All referrals to be made by Jobcentre Plus Advisers
- We are working with successful bidders across Edinburgh Lothians and Borders to ensure the maximum benefit for our customers.

# Increased support for young people

## Work-focused training

- Help to find a sustainable job as quickly as possible
- Work towards a level 2 or 3 qualification (or in exceptional circumstances to a Skills for Life qualification)

### Scotland

- DWP are working with the Scottish Government determine the content of the offer.

# Increased support for young people

## Community task force

### The Community Task force

- will offer work experience placements of benefit to the community, designed to enhance the employability and work related skills of participants
- Should be flexible and tailored to customer circumstances where possible
- will be a 25 hours a week placement, plus five hours a week supplementary support activity
- will be delivered through contractors
- to be available nationwide.

# Support for 12 month unemployed Jobseeker's regime & Flexible New Deal (JRFND)

JRFND offers:

- Tailored, individual support depending on customer needs and local employment market requirements
- More flexible and personalised help for customers delivered by contracted providers
- Replaces existing New Deals – except New Deal for Lone Parents & New Deal for Partners, which both continue
- Launches in 28 Jobcentre Plus Districts during October 2009
- Introduced in a further 18 Districts from October 2010

# Support for 12 month unemployed

## What does the customer experience on FND?

Required elements of FND:

- Provider & customer are in regular contact
- Provider & customer agree an action plan
- Four weeks work or work-related activity designed to improve the customer's work prospects
- Fortnightly jobsearch reviews at Jobcentre
- FND lasts for 12 months

The content of FND will vary depending on:

- provider's programme
- support is tailored to the customer's individual needs
- local employment market requirements

# Support for 12 month unemployed Flexible New Deal

Flexible New Deal started on 5 October 2009

Edinburgh Lothians and Borders have two providers; Ingeus and The Wise Group.

Both organisations deliver across the Edinburgh Lothians and Borders District Area offering customers an enhanced range of provision and support.

# Supporting our customers in Scotland through their journey back to work.



Even in a recession, there are many more jobs than people think. We'll provide help and support to get people back to work. Click on the links below, to access supporting information including links to the guidance for each element of the customer journey, and district specific options.

## Pre Unemployment

## Unemployed Day 1 to 13wks

## Customers unemployed between 13 – 104 wks

- Day 1
- 2 - 13wks
- 6 - 9wks
- 13wks

- 13 - 19wks

- 19 - 26 wks

- 26 - 52 wks
- 52 - 104 wks

### What jobseekers may get

- PACE Support
- Rapid Response Service (RRS) which includes:
- Skills Transfer Analysis
- Job Focused Training
- Action Fund

- Newly unemployed Job-search support including 18-24 specialist support
- Job-search support for professionals
- Positive Moves
- Work Trials
- ADF
- LEP vacancies
- NDLP / NDP
- Training for Work (TTW)
- Travel to Interview Scheme (TIS)
- Flexible New Deal. Back to work Session (Week 6 to 8 - Phase 1 only)

- Access to Employment On Trial (EOT)
- 13 week Interview with Personal Adviser
- Flexible New Deal. Weekly Jobsearch Review (Week 13 to 19 - Phase 1 only)
- Flexible New Deal. Fortnightly Jobsearch Review (Week 19 to 26 - Phase 1 only)

- Recruitment Subsidy
- In Work Training
- Work Focussed Training (TTW)
- Volunteering
- Self Employment

- "8 weeks" Flexibilities Training
- Flexible New Deal. Fortnightly Jobsearch Review (Week 52 to 104 - Phase 1 only)
- Young Person's Guarantee / Future Jobs Fund

### What jobseekers may also get (depending on personal circumstances and availability in their local area)

- Progress to Work
- Access to Work
- Workstep
- Work Preparation
- Job Introduction Scheme
- Continuation of RRS support

To find out more about local District provision, please click on the links below.

ADGI

ELB

FVF&T

GLA

HICC&G

LED

jobcentreplus

# Increased support for young people

Any Questions ?