

**CAPITAL CITY PARTNERSHIP****MINUTE OF MEETING**

**Meeting of:** **JOBS STRATEGY GROUP**

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

**Date:** **Wednesday 1 April 2009**

**Present:**

David Metcalfe	Chair
Patricia Thomson	Skills Development Scotland / Careers Scotland
Ken Shaw	City of Edinburgh Council
Alister McInnes	Jobcentre Plus
John Palmer	Edinburgh CHP
Jim Rafferty	Capital City Partnership
Matthew Crighton	Capital City Partnership
Roger Horam	Edinburgh Chamber of Commerce

**Apologies:**

Ray Harris	Lothian Association of College Principals
Marion Nicholson	Skills Development Scotland
Paul Gierthy	Skills Development Scotland / Careers Scotland
David White	Edinburgh CHP
Bill Wilson	Jobcentre Plus

- Action
- 1 There were no declarations of interest.
- 2 **Minutes of the meeting on 4 February 2009; and matters arising**
- These minutes were agreed as a correct record and the following matters arising were discussed:
- 2.1 Joint CCP/CEC Review
- The terms of this review will be circulated to the group JR
- 2.2 Summary of Fairer Scotland Fund decisions
- John Palmer reported that a report of spending decisions by theme and area had been compiled for the Edinburgh Partnership. This will be circulated. KS
- 2.3 Reward funding
- Matthew Crighton reported that he had just received information that Reward Funding would be paid by DWP to each Pathfinder; the total available will be divided equally resulting in payments of £333,000. The use of this money will be discussed initially by the Funding and Resource Planning Sub-group.
- 2.4 Visit by DWP
- Matthew Crighton reported that following the cancellation of the previously arranged visit he had been trying to fix another date. Ms Majid of DWP had asked what specific topics the Pathfinder wishes to discuss since it might be necessary for a colleague to attend with her. **The meeting agreed that it would like in particular to hear from DWP about the localisation and devolution agenda and the way in which this may be integrated with the Commissioning Strategy. A letter will be sent by David Metcalfe stressing the importance which the meeting attaches to this visit taking place.**

## 2.5 Evaluation Contract

Jim Rafferty reported that an interim report had been received from Cambridge Policy Consultants which had contributed to the review of processes for the jobs strategy. A summary of key messages can be presented to the next JSG meeting.

## 3 Partner Updates

### 3.1 Jobcentre Plus

On Flexible New Deal, Alister McInnes said that the announcement of the contractors had been delayed to allow for adjustments in light of changed economic circumstances. Also in response to the economy, the period of eligibility for LEP vacancies had been reduced to day one.

3.2 He also reported that Bill Wilson was to move to a post in the JCP's Benefit and Fraud Directorate; and that Julie Skelton would also move to a different post in JCP. The new District Manager will be Jim McGonnigle. **It was agreed that David Metcalfe would write to Bill thanking him for his contribution to the work of the JSG; and also would write to Jim McGonnigle asking for a meeting. The meeting also agreed to recognise the contribution which had been made by Julie.**

MC/DM

### 3.3 City of Edinburgh Council

Ken Shaw reported that the recommendations of the report on Employment and Skills had been approved Economic Development Committee on 10 March. He will circulate this to the group.

KS

### 3.4 Skills Development Scotland

Patricia Thomson told the meeting that the budgets for National Programmes had been confirmed. There has been a substantial increase in the Get Ready for Work budget in light of concern about the results of the School Leavers' Destination Survey; and a smaller increase for Training for Work. Skillseekers and Modern Apprenticeships had a standstill budget, not including the extra 7,800 MA places recently announced by the Scottish Government. She added that a summit meeting with employers was planned, to discuss how to support apprenticeships during the economic downturn.

3.5 There is a new section on the SDS website for people facing redundancy or newly unemployed. The webpage about PACE carries the number of a new telephone helpline.

### 3.6 NHS Lothian

John Palmer said that NHS Lothian is considering the implications of the recession for health and wellbeing of those being made redundant. It was noted that in England the Secretaries of State for DWP and Health had announced funding for additional counsellors and psychotherapists; also that the recession may have an impact on the demand for health services in the future.

### 3.7 Edinburgh Chamber of Commerce

Roger Horam reported that the Chamber had completed work for Castle Rock Edinvar Housing Association. When this has been signed off he will circulate it.

RH

#### 4 **Skills Development Scotland Corporate and Operating Plan**

- 4.1 Pat Thomson spoke to the presentation slides attached. The organisation will have six directorates: Operations, Service Delivery and Innovation, Strategic Relations, Finance, IT and Human Resources. There will be a reduction of 162 staff out of a current total of approximately 1,200. This will be mostly achieved in management levels – in Edinburgh there will be one manager instead of the three at present.
- 4.2 Alongside the three goals set out in the presentation SDS identifies three main client groups: 16 – 19 year olds; adults who need skills; and adults in work who need to refresh or build their skills. Below the Scottish level the plan identifies Community Planning Partnerships as the key partners for SDS. Pat added that SDS will have five regions, which have the same boundaries as JCP districts.
- 4.3 Ken Shaw noted the synergy with the Councils plans for the Economic Development Unit. Matthew Crighton welcomed the plan for SDS to have a Scottish Employer Service; Pat commented on the similarity in thinking on this to the Employer Offer.

#### 5 **Review of Organisation and Process for Jobs Strategy**

- 5.1 Jim Rafferty reported that following receipt of comments from partners he had formulated proposals referred to in the report circulated. He expected that process changes would be refined in the coming months and in place by the next JSG meeting. The integration of MCMC strategy with the jobs strategy would also be progressed.
- 5.2 David Metcalfe suggested that the agenda of the JSG would also need to change, with more emphasis on reporting from operational plans and also on strategy and policy issues. Jim added that there should also be attention to outcomes reporting with integration of skills and SLDR reports; John Palmer asked for reports on Greater Customer Reach activities. These will be considered at the next JSG meeting.
- 5.3 Ken Shaw said that the remits of sub-groups should be revised. Jim agreed and added that he planned to speak to each of the partners again about the implementation of the review. In doing so he would also discuss a priority menu for the strategy and policy development function, on which regular reports will be made to the JSG.

TESG

#### 6 **Progress and Issues Report**

##### 6.1 **Finance and Resource Planning**

John Palmer pointed out that the value of the Pathfinder Grant was determined by DWP from analysis of the levels of non-employment in specific wards, but there was little or no targeted expenditure from the Pathfinder Grant in some of these neighbourhoods. The meeting discussed options for supporting Neighbourhood Partnerships activities in relation to employability and employment, and the possibility of co-commissioning; referring where possible to lessons draw from the Area Focus pilots.

FRP

##### 6.2 **Transitions for People Leaving Care (TLC)**

**The meeting agreed to endorse this project.**

##### 6.3 **Fit for Work Service Pilot**

**The meeting agreed that a bid should be submitted for a pilot in Edinburgh, from the Jobs Strategy partnership.** This will be based around the Vocational

Rehabilitation project of NHS Lothian and it was agreed that the submission could state the desire or intention that the geographic coverage of the pilot would expand to cover all of Lothian as and when suitable governance arrangements can be put in place. It was noted that SDS may have a role arising from its responsibilities in relation to PACE.

#### 6.4 Targets

**The meeting adopted the Single Outcome Agreement targets relating to employment, appended to this minute, as targets for the Jobs Strategy.** It was noted that there may also be further discussions with DWP about standardised targets for Cities Strategy Pathfinders.

#### 6.5 Learning Event

David Metcalfe questioned whether it would be appropriate for the evaluators, Cambridge Policy Consultants, to run this event. In light of this **the meeting agreed to endorse the plan for the event but that a different facilitator should be contracted.**

### 7 Monitoring Reports

- 7.1 The meeting welcomed the revised format for output reporting. John Palmer raised a question about how targets set for area intermediaries related to the size of the populations which they cover. There was a discussion about whether in the economic downturn more attention might be given to reporting of 'Other Positive Outcomes'.

### 8 Minutes of sub groups and Partnership Forum

- 8.1 The minutes of the following meetings were noted:

- a) Lead Officer's Group
- b) Finance and Resource Planning Group
- c) Employer Engagement Subgroup
- d) Targets and Evaluation Subgroup
- e) Greater Customer Reach
- f) Communications Subgroup
- g) Partnership Forum

- 8.2 In relation to the discussion of the impact of the economic downturn at the Partnership Forum it was reported that its next meeting will consider whether specific recommendations can be formulated from the proposals and comments recorded in the minute.

### 9 Any Other Business

- 9.1 Ken Shaw informed the meeting about plans for a Joined Up For Jobs conference in September, to which Fiona Hyslop MSP would be invited.
- 9.2 David Metcalfe reported that he and Jim Rafferty had met Alastair McDonald from Jobcentre Plus Scotland; and that he had accepted an invitation to sit on the Scottish Employability Forum (previously the Workforce Plus Board) as an employer representative.

### 10 Date of next meeting

The next meeting of the JSG will be at 2.00 pm on Wednesday **3 June** 2009.

Appendix One

**Text of presentation on SDS Corporate and Operating Plan**

Corporate and Operating Plan Presentation

SDS Corporate Plan Links to Government Economic Strategy

- **Government Purpose Targets**
- **Re-aligning all public sector bodies to meet Purpose Targets**
- **SDS as member of Strategic Forum-including Scottish Enterprise, Highlands and Islands Enterprise, Scottish Funding Council, Visit Scotland –all to align their outcomes to National Outcomes**
- **SDS created “line of sight” to Government Economic Strategy and our Key Performance Indicators-Strategy Map**
- **Building blocks based on Single Outcome Agreements in each Local Authority Area**

Key Policy Drivers

- **Government Economic Strategy**
- **Economic Recovery Plan**
- **Skills for Scotland**
- **Curriculum for Excellence, 16+ Learning Choices, More Choices More Chances, Welfare to Work**
- **Strategic Letter of Guidance-with 41 “asks”!**
- **Single Outcome Agreements**

Economic Conditions and Skills Challenge

- **Rising unemployment**
- **Threat of further job losses and business closures in some sectors**
- **Scots well qualified but Scotland under-achieving**
- **Inequalities of access to learning affecting life chances and social cohesion**

Key Messages in the Corporate Plan

- **Transform our cultures structures and behaviours**
- **Build capacity in our customers**
- **Co-create with and for customers**
- **Encourage variety not one size fits all**
- **High commitment to Continuous Personal Development for all SDS staff**
- **Connectivity between National and Local working**

SDS Purpose and Vision

- **Purpose**

**“to maximise our contribution to sustainable economic growth by unlocking the potential in Scotland’s greatest asset-our people”**

- **Vision**

**“to be a catalyst for positive change in Scotland’s skills performance”**

**To achieve our purpose and vision, we have devised three goals each with Key strategies which articulate our unique contribution to the achievement of Scottish Government's economic Strategy**

Goal (1) Enable people to fulfil their potential

- **Foster career agility and career management skills**
- **Create new levels of connectivity between learning and jobs**
- **Equip Individuals with the skills Scotland needs**

Goal (2)- Make Skills Work for Employers

- **Create new frameworks to develop skills for the 21st Century**
- **Prioritise skills development in the GES key sectors**
- **Optimise how skills are used in the workplace**

Goal (3) - Be a Catalyst for Positive Change

- **Work together to expand our collective capabilities**
- **Generate new approaches to entrenched challenges**
- **Focus our energies on national outcomes**

Key Partners

- **Strategic Forum**
- **Skills Utilisation Leadership Group**
- **Skills Committee**
- **Community Planning Partnerships (CPPs)**

## Appendix Two

## Edinburgh Single Outcome Agreement targets relating to employment

National Outcome	Edinburgh Outcome	Local Indicator	Frequency / Type / Source	Baseline 2007/08	Local Target 2009/10	Local Target 2010/11	Local Target 2011/12	Local Target Longer Term
(2) We realise our full economic potential with more and better employment opportunities for our people	Edinburgh's Economy is strengthened, through the skills development and economic participation of its population	Employment rate - Edinburgh	Annual Rates/ NOMIS & DWP	76% (March 08, 0.2% below Scottish average)	Maintain rate of 0-2% above Scottish average	Maintain rate of 0-2% above Scottish average	Maintain rate of 0-2% above Scottish average	Maintain rate of 0-2% above Scottish average
(7) We have tackled the significant inequalities in Scottish Society	Deprivation and all forms of inequality in Edinburgh are reduced	Unemployment rate – reduce the gap between the city average and the 15% most deprived output areas (Edinburgh Index 08)	JSA Claimant rates NOMIS	3.3% gap (March 08)	3.0-3.3% Gap	2.7-3.0% Gap	2.5-2.8% Gap	Reduce gap by 25% to 2.5%
		% of Edinburgh population of working age who are on key out of work benefits	Annual, NOMIS (JSA plus IB/ESA)	10.5% (105 per 1000) August 2008				Direction of travel. Reduce rate.