

CAPITAL CITY PARTNERSHIP

MINUTE OF MEETING

Meeting of: **JOBS STRATEGY GROUP**

Held at: Henry Duncan House, George Street, Edinburgh

Date: **Wednesday 1 October 2008**

Present:

David Metcalfe	Chair
Bill Wilson	Jobcentre Plus
Matthew Crighton	Capital City Partnership
Paul Gierthy	Skills Development Scotland / Careers Scotland
Ken Shaw	City of Edinburgh Council
Marion Nicholson	Skills Development Scotland
Ray Harris	Lothian Association of College Principals
Roger Horam	Edinburgh Chamber of Commerce

In Attendance

Kate Kelman	Capital City Partnership
Alister MacInnes	Jobcentre Plus

Apologies:

David White	NHS Lothian
Jim Rafferty	Capital City Partnership

1 **Declarations of Interest** Action

There were no Declarations of Interest

2 **Minutes of the meeting on 6 August 2008; and matters arising**

These minutes were agreed as a correct record and the following matters arising were discussed:

2.2 **Modern Apprenticeships**

David Metcalfe has information on this that he will pass to Ken Shaw.

DM

3 **Matters Arising: Partner Updates**

3.1 **Jobcentre Plus**

Bill Wilson reported on developments within Jobcentre Plus. Ten organisations have been shortlisted to deliver Flexible New Deal in the area which includes Edinburgh. They are now in the process of putting together their final bids for a deadline of 23rd November. A local event for bidders had been held in September.

The Pathways programme is still ahead of profile. 49% of people who start on the Pathways programme have mental health problems and 46% of those who start work as a result of being on the programme have mental health problems.

There has been a 6% rise of people claiming Jobseekers Allowance in the Edinburgh, Lothians and Borders district since this time last year. However, the claimant count in Edinburgh is relatively static. Notification of vacancies is down 13% on last years figures. Jobcentre plus is further analysing these vacancies to see which sectors are being affected. It seems that construction is holding up in Edinburgh.

The Local Employment Partnership initiative is 20% ahead of target.

Matthew Crighton commented that those members of the Job Strategy Group who had signed DWP's Chinese wall declarations would need to be ready to comment on the Flexible New Deal bids at short notice in November. He further reported that at a meeting of potential Flexible New Deal contractors and DWP had stated that there was no requirement that any expectations of providers arising from the local strategy should be a feature of their bids, although the ITT had said that DWP would work with the Pathfinder on an local modifications to the specification. This was discussed with DWP at the Pathfinders' meeting in London and DWP acknowledged that the ways in which Pathfinders can input into the new commissioning arrangements were still being worked through. **It was agreed that Matthew would organise meeting of consultees to agree response to FND bids.** MC

Bill also reported on an 'In and out of work' pilot in West Lothian. This features local authority benefits & revenues staff working in partnership with Jobcentre Plus and HMRC to give one point of contact for customers. Bill stated that this service is particularly customer-focussed and allayed problems that can arise when out-of-work benefits and housing benefits were administered from different sources. This will be rolled-out to all Local Authorities by December 2009. Bill offered to discuss this in more detail with City of Edinburgh Council. **It was agreed that Bill would provide more information on 'In and out of work' pilot to CEC; and that Ken Shaw would identify the relevant contact in the Council.** BW
KS

3.2

Edinburgh Chamber of Commerce

Roger Horam reported that membership of the Chamber is currently static. They are currently preparing a number of bids for European funding.

3.3

Further Education

Ray Harris reported on a meeting he had with Matthew Crighton. Ray has taken the actions from this to the other two college principals. Their issue is how to make a meaningful contribution to Joined up for Jobs .

3.4

Skills Development Scotland

Paul reported that the Skills Development Scotland board had approved the new business model which will be communicated to partners in the next few months. Marion Nicholson added that the five directorships within SDS had been advertised and it was expected that announcements would be at the end of October.

3.5

Capital City Partnership

Matthew Crighton reported that the relationship between Capital City Partnership and the Edinburgh Partnership had now been consolidated and should be in writing soon. Under this new arrangement the Job Strategy Group will have an explicit role in relation to the Fairer Scotland Fund. He also reported that there were still some outstanding challenges in the administration of EU funds which CCP hopes to remedy soon.

3.6

City of Edinburgh Council

Ken Shaw reported that there is a proposed reorganisation of the Economic Development division and this will go before Committee on the 15th October. The purpose of the reorganisation is to integrate more the Business Development and Access to Employment functions. Structures should be completed by February 2009. Senior managers will be in place by the end of the year.

4 **Other Matters Arising:**

4.1 **Green Paper – No-one Written Off**

Matthew Crighton mentioned two consultation events planned by DWP: Friday 9th October at EICC in Edinburgh and Thursday 23rd October in Newcastle for Pathfinders. Matthew will draft a response on behalf of the group and present it to the Lead Officers' Group. It was agreed that the four areas on which his response would focus would be: plans for people who are addicted to illegal substances; skills training; commissioning issues; and child poverty.

MC

4.2 **Skills and Employment**

Marion Nicholson reported on a meeting between the partnership and the Scottish Government on plans for integrating skills and employment. This meeting focussed on proposals for skills health checks. Proposals regarding the implications of integrating skills and employment in the Jobs Strategy can be considered in the Strategy away day in November.

All

5 **Minutes of sub groups and Partnership Forum**

5.1 The minutes of the following meetings were noted:

- a) Lead Officer's Group (LOG)
- b) Finance and Resource Planning Group (FRP)
- c) Employer Engagement Subgroup
- d) Targets and Evaluation Subgroup
- e) Communications Subgroup
- f) Partnership Forum

5.2 **Matters arising from sub group minutes**

Finance and resource planning

Roger updated the group on a meeting held on the 30th September. The purpose of the meeting was to consider new project bids and to allocate the remainder of the 2008-09 pathfinder grant. Ten projects were considered of which six were approved subject to various conditions; one was held back to ensure more input from Careers Scotland; two will be rewritten for consideration in the next financial year and one was discarded. Roger will seek formal approval for FRP's recommendations from the Job Strategy Group by email.

Roger noted that more detail was required for the profile of spend in 2008-09 as outcome payments and delays could mean that all monies were not claimed. A full report on profiled and remaining spend will be presented to the JSG at the next meeting. Matthew reported that DWP are indicating more flexibility around year end spend of the Pathfinder grant. He will seek confirmation of this in writing.

Partnership Forum

Ken Shaw drew the attention of the group to questions about JCP that were raised at the Partnership Forum. **Bill Wilson agreed to feedback answers to the next Forum meeting.**

BW

6 **Incapacity Benefits and Employment Support Allowance**

6.1 Matthew Crighton spoke to the paper on Incapacity Benefit. He indicated that the rise in numbers of people claiming IB in Edinburgh in November 2007 seemed to be a temporary issue. Figures from February 2008 showed numbers returning to their previous level. The rest of the paper posed the question of how to jointly configure

services for IB clients which are complementary to the Pathways to Work provision. Matthew suggested that there were three potential avenues to this:

- to provide a particular service which is additional to those within the Pathways programme;
- to provide a specialist service for a particular harder-to-help group (e.g. with more severe mental health problems); or
- to focus on engaging those existing IB customers who are not working with any employment-related services (e.g. Area Focus Pilot in Muirhouse).

There was some discussion around the practice of co-caseloading where two or more providers are working with the same clients, which could result in more than one organisation claiming success for the same outcome. Bill Wilson stated that it was one of the main functions of the group to ensure best value meaning that he couldn't condone double-funding. More work requires to be done to ensure that this is happening as little as possible. David Metcalfe stated that the group's role will be to tease out the data to ensure that there are no unnecessary overlaps in service. Ken Shaw noted that clients often took a circuitous route towards work and the interventions of a number of services should be acknowledged. Matthew Crighton answered that one way through this was to ensure that all partners require that the organisations that they fund do not duplicate the Pathways programme but complement it.

6.2 Employment and Support Allowance

Alister MacInnes delivered a presentation on the introduction of Employment and Support Allowance. More information can be found at: <http://www.dwp.gov.uk/esa/> and the presentation can be found at the end of this minute.

7 Progress and Issues report

The following recommendations in the report were agreed:-

7.1 Finance and resource planning

1. The JSG accept the role as the appropriate Strategic Partnership for considering deployment of the employability fund within FSF and advising Neighbourhood Partnerships in relation to employability.

7.2 Targets and Evaluation

1. The JSG note the high level recommendations from Cambridge Policy Consultants and will consider them as part of the Strategy away day

2. The JSG will consider partnership targets for 2009-11 at the away day and ask for information on the indicators DWP used to forecast the 2011 position.

7.3 Employer Offer and Jobseeker Offer

Matthew Crighton reported that a contractor has been engaged to upgrade the Joined Up For Jobs website, incorporating pages on the Offers; and to improve the Directory. The contract will run for six weeks and the wording for the website will be finalised during this period. In response to questions Matthew stated that the website is being designed primarily as a tool for people delivering the offers (providers and partners) and the website is not the primary mechanism for engaging with customers or employers. It is important that the website articulates the offers but is not a substitute for other organisations' websites.

David Metcalfe suggested that there are two essential criteria for moving forward with the website: a) a need to sense check that the website is value for money for its current use; and b) make sure that technical functionality is correct for current and

RH

future uses, including partners' intranet.

Roger stated that the website's primary role will be as a marketing tool to providers and partners and for signposting. He added that the contractor will use Google analytical tools to track usage by different groups. It was agreed that once the use of the website as a tool for delivering the Offers was established, the option for moving towards using it for promotion directly to employers and jobseekers could be considered.

8 **Strategy Day – Vision and Business Plan**

The date for the away day has been fixed for 5th November (afternoon session – lunch will be provided). Job Strategy Group members are asked to come in person or send an empowered nominee. The session will offer a chance to take a step back and reassess the strategy. All

Inputs to be collated by CCP and circulated two weeks prior to the event:

1. Cambridge Policy report – List of issues / List of proposed actions
2. Progress Report – Financial position / up-to-date outputs report / risk register
3. Edinburgh workless agencies – landscape map including other strategic linkages
4. Review of Business Plan – things done, not done, not needed any more

Outputs:

To be tested against:

1. Focus on delivery
2. Focus on testing and learning
3. Focus on learning feedback and making changes to existing processes

and result in:

1. Updated strategy for group
2. refined clarity of purpose for group
3. Further clarity around the role of participants
4. Agreement around new targets to 2011
5. A neutral way of assessing progress to date

What does success look like?

Success should be determined at six months. JSG should meet less regularly creating space for a faster moving framework and real focus on delivery and learning. The group will consider revising governance arrangements and perhaps convening a delivery sub group.

Practicalities

Event will be facilitated by an independent person. JSG gave David Metcalfe approval to approach a facilitator. It was also agreed the facilitator could bring an idea of future policy and the change agenda.

Participants to include existing partners, invites should be extended to: the Voluntary Sector (EVOC); DWP; Scottish Government; and Health and Social Care.

It was agreed that CCP would draft a brief for the away day, book a venue and invite outside representatives. CCP would also produce a dossier of information for participants. CCP

9 **Monitoring and Evaluation report**

The group noted the gaps in the report. It was agreed that the **report should be updated for the away day and where there are gaps and indication of reasons for these should be made. An extra column indicating pathfinder grant spend is required.** FRP

10 **AOB**

10.1 Matthew clarified a point on the Partnership Forum report – c.100 organisations are part of the forum, not all attend each meeting.

10.2 **The group agreed that Edinburgh Voluntary Organisations Council should be invited to propose representation from the voluntary sector for the reconvened Greater Customer Reach sub group.** CCP

11 **Date of next meeting**

The strategy away day will be held from 12 noon on the 5th November, venue to be confirmed.

The next full meeting of the JSG will be on Wednesday 3rd December, 2008 at 120 George Street.

DRAFT