



MINUTES OF JOBS STRATEGY GROUP

Date: Thursday 24 March 2011

Held at: CCP, 1 Canon Street, Edinburgh

Present:

Jim McGonigle	Jobcentre Plus
Kate Burton	Edinburgh CHP
Ken Shaw	City of Edinburgh Council
Brian Martin	City of Edinburgh Council
Roger Horam	Edinburgh Chamber of Commerce
Jim Rafferty	Capital City Partnership
Matthew Crighton	Capital City Partnership

Apologies:

David Metcalfe (Chair)	Chair
Malcolm Barron	Skills Development Scotland
Brian Lister	Lothian Association of College Principals
Patricia Thomson	Skills Development Scotland

Item Action

- 1 Jim Rafferty took the chair in the absence of David Metcalfe. He said that David had asked that, recognising that this is the last JSG to be attended by Matthew Crighton, the meeting record its thanks for his contribution over the years – this was agreed.

There were no declarations of interest.

2 **Minutes of previous meeting and Matters arising**

The minutes of the meeting on 4 November 2011 were accepted with these amendments:

- Work Club, rather than Job Club, in item 4.
- 5th para after bullet points should say training rather than apprenticeships and this provision is for next year (rather than beginning in August)

3 **Jobcentre Plus and other partner updates**

Jobcentre Plus:

Jim McGonigle reported that the District now included Forth Valley and Fife as well as Lothian and the Borders. It is called East and Southeast Scotland. He added that by the end of the year he would have about 100 (10%) fewer staff.

JCP customer journey

From 1 April, the minimum mandatory level of support which JCP advisors will offer each JSA-claiming customer will be: an initial diagnostic interview, in the first 4 weeks of the claim; fortnightly signing; and a pre-Work Programme interview if they claim for long enough to be eligible. Other support will be discretionary; the Jobseekers Agreement will be more personalised and challenging. It is planned that each customer will have a named adviser. Ken Shaw asked whether there would be continuing contact with the adviser after entry on the Work Programme; Jim said this may be possible but not normal. Matthew asked about the continuation of joint work with Skills Development Scotland; Jim confirmed that the offer of referrals within the first 13 weeks of a claim will remain in place.

District Managers Flexible Support Fund

Jim McGonigle said that District Managers will have a discretionary fund which will have to pay for the Jobcentre Support Contract, the Adviser Discretionary Fund and the Travel to Interview fund; and also additional projects or provision which suits local needs. It can be used for all client groups and will be focused on quick outcomes. Once the size of the fund is known he will produce a paper for the JSG. Jim Rafferty offered the use of the JUfJ project assessment processes for this fund.

Kate Burton asked how the fund might best be deployed across a number of local authorities and Jim McGonigle replied that he thought it would be good if the local councils got used to working with each other on these matters. He reported that he had a meeting arranged with East Lothian Council and the meeting expressed the hope that this might lead to its increased involvement in this policy area.

NHS / Edinburgh CHP

Kate Burton mentioned the following activities:

- Briefings to health professionals, with JCP, on the reassessment of IB claimants and the shift to Employment and Support Allowance
- Event on Supported Employment and the launch of The Works (Individual Placement and Support for people with mental health problems)
- Work with physiotherapists dealing with musculoskeletal problems
- Visit in April by Roddy Duncan of Scottish Government

Kate said that her secondment to CCP would end on 31 March but that she will still be the health and employment lead for Edinburgh CHP and will attend the JSG regularly. The meeting noted the considerable progress which has been made on linking health services into Joined Up For Jobs and asked Kate to bring this to the attention of Roddy Duncan.

Ken Shaw noted that responsibility for supported employment within CEC was being transferred into Economic Development and agreed to co-ordinate with Kate on organising a seminar for JSG partners and others about IPS and supported employment.

City of Edinburgh Council

ESF Priority 5

Brian Martin reported that the bid was being checked by ESEP and match-funding confirmation letters had been received. Caselink had been adapted for use as the management information system for the programme and new organisations were receiving training on its use. Specifications for the local hubs were being drafted by CEC and CCP. It was likely that a single contract for all four hubs would be let rather than four separate ones. Brian agreed to circulate information about the P5 programme.

FSF-funded projects

Ken Shaw reported that from 1 April Economic Development will be responsible for all of the employability activities of the Council, including the JET programme and supported employment; and those which had been covered by the Fairer Scotland Fund.

Following the news that the Scottish Government did not intend to continue the funding stream for CCP into the overall settlement for the Council in the coming financial year some additional, one-off sources of funding had been contributed to the budget by CCP and CEC; and allocations of funding in 2011-12 had been agreed on the basis of assessments made using the JUfJ partnership process. SLAs with the organisations to be funded are being prepared.

Arguments had been presented to the Scottish Government which resulted in the allocation of £730,000 as 'transitional funding' – this being the sum requested for that year as part of a three year allocation. The shortfall for the following financial year (2012-13) is £1.3 million and this request will be put to the new government after the election in May.

Employability Review

Work was still ongoing on the arms-length governance proposed in the Halcrow Review; in the meantime CEC and CCP are co-operating on contract management. A commissioning strategy is being drafted and will be circulated for comments soon.

Community Benefits Clauses

These are being included regularly in construction and other contracts and discussions are starting in relation to the Forth Replacement Crossing. Jim McGonigle asked about the inclusion of criteria in the contract scoring process and Brian agreed to forward documentation to him which he can pass on to East Lothian Council.

Co-operation with FE colleges

Brian reported that CEC is working with Telford College on the construction skills academy. He hoped also to work with Stevenson College on a retail academy approach. There was discussion about the best ways to involve the three colleges in the work of the JSG in light of there being only one FE representative at the meetings and it was agreed to circulate the JSG papers to each college principal.

Agreement between SDS and CEC

This is being updated; Ken Shaw will circulate. Brian Martin referred to the call by SDS for bids for Targeted Pathways; and that there may be a strategic bid co-ordinated by CEC.

Joint Work. Alignment and Refresh of the Offers

Jim McGonigle suggested that, in light of the range of developments being reported by a number of partners, it was time to re-visit, refresh and then publicise the Offers. This was agreed in principle; and referred to the relevant sub-groups. He also said that he may be able and willing to co-locate some JCP services in the local hubs.

ODCG
EEG

4 Performance reports

Operational plan:

Greater Customer Reach: Brian suggested that this may be revised to incorporate an anti-poverty emphasis

Employers: Ken said that CEC is setting up a CRM system which will allow a view of all employer contacts.

MCMC: Jim Rafferty reported that this plan had just been significantly revised and updated around three strands/outcomes: employment, FE and training. Ken said it would be reported to CEC's Chief Executive's Management Team.

Outcomes report

It was agreed, in response to comments made by Jim McGonigle, that attention should be paid to cost per outcome.

Kate Burton asked what impact the programmes were having on the JUfJ target groups – how many in these groups were being recruited and how many getting into work. It was agreed that there should be a report about this drawn from Caselink to the next JSG meeting. CCP

The drop in the employment rate was again discussed though it was noted that there was no new data (from LFS) on this since the last meeting of the JSG.

5 **Progress Report**

Jim Rafferty introduced the topics covered in the Progress Report paper, noting initially that the issues related to funding had already been discussed under Partner Updates. In this regard it was agreed to:

- i) note progress on the overall budget position since December
- ii) congratulate the city council on its efforts to protect the jobs strategy process and the core employability services previously funded through the CCP programme
- iii) welcome the Scottish Government's offer of transitional support.

Work Programme

Jim Rafferty reported that a consortium of providers managed by CCP was a named sub-contractor in the bids of four of the seven bids submitted for the Scottish contract area. If any of the four are successful a governance structure which separates strategic functions from delivery will be needed. Brian said it would be necessary to include flexibility in the SLAs with providers. It was noted that whichever are the successful bidders local providers will have to adapt to take account of the Work Programme. It was agreed to convene a further meeting to consider the results and implications of the Work Programme competition once they are known JR

Marketing Aspects of the Employer Offer

After some discussion, which concerned whether to promote apprenticeships specifically or the Offer as a whole, within which apprenticeships would feature prominently, it was agreed to widen the proposed marketing campaign to include other options as well. The meeting decided to set up a short-life working group to consider what to market, how to do that and how to operationalise results, that is, respond to requests made by employers. Partners are requested to draw in PR support. JR

6 **Bulletin**

Following a discussion of the item in the Bulletin on IB/ESA reassessment it was agreed to hold the proposed letters and posters addressed to health professionals for the time being

7 **Performance and Resource Planning Group report**

The report was noted.

8 **Skills Summit**

Matthew Crighton reported that a meeting of the Skills Summit Working Group on 28 March would consider a re-drafted action plan, and in the process take a view on which things are best taken forward at an Edinburgh and Lothian level. The meeting agreed that the JSG would

- 1) continue to support the development of the partnership working on skills issues at the Lothian level
- 2) include at least the following elements into its own action plan: supporting implementation of Curriculum for Excellence; the inclusion of FE services for employers in the JUfJ Employer Offer; and the development of upskilling targets in the jobs strategy. CCP

He drew attention to the need to report back to employers which took part in the employer consultation for the skills summit. There was discussion of the proposal to create an Employer Skills Forum. The meeting agreed that there is a need to create regular and reliable means for the articulation and representation of employers' views into the local governance of the skills and employment systems; but that at this meeting there was not a consensus on whether this is the way in which to do it. It was noted that the agencies with most interest in this are SDS and FE colleges and that neither were able to attend this meeting, so it was accepted that the right place to decide about this would be the meeting of the Edinburgh and Lothian Skills Summit Working Group. Jim McGonigle suggested that a letter should be sent to those employers meanwhile saying how it is intended to deal with other issues they raised.

MC

9 **Date of next meetings**

To be confirmed

JR

DRAFT