

# 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 5 August 2009**

<b>Present:</b>	David Metcalfe	Chair	
	Patricia Thomson	Skills Development Scotland	
	Jim McGonigle	Jobcentre Plus	
	Lindsay Geddes	Jobcentre Plus	
	Roger Horam	Edinburgh Chamber of Commerce	
	John Palmer	Edinburgh CHP	
	Matthew Crighton	Capital City Partnership	
	Brian Lister	Lothian Association of College Principals	
	Laura McIntyre	City of Edinburgh Council	
	Rhona McLinden	Capital City Partnership	
	Carena Brogan	Capital City Partnership	
	<b>Apologies:</b>	Malcolm Barron	Skills Development Scotland
		David White	Edinburgh CHP
		Brian Martin	City of Edinburgh Council
Ken Shaw		City of Edinburgh Council	
Jim Rafferty		Capital City Partnership	

1 There were no declarations of interest. Action

2 **Minutes of the meeting on 1 April 2009; and matters arising**

The minutes were agreed as a correct record. David Metcalfe welcomed everybody to the group. The following matters arising were discussed:

2.1 **Registered Social Landlords and Employability**

Roger Horam now has the report returned and agreed by Castlerock Edinvar following circulation and agreement from other RSLs. He will arrange for it to be published. RH

2.2 **Bulletin**

David Metcalfe praised the new bulletin document and said that DWP had commended the publication and were keen to be kept informed of activities. He informed the Group that he and Jim Rafferty were currently planning a communication to relevant representatives in the political arena to present the bulletin information to them. DM/JR

3 **Partner Updates**

3.1 **Further Education**

Brian Lister reported that this was an important time for FE following the increased funding package announced by Fiona Hyslop aimed primarily at 16-24 year olds. He explained that the colleges are engaging closely in partnership working to create a 'one offer' agenda; they will need to take into account that most courses are already full and there is pressure on the bursary budgets. for the target group. The colleges anticipate a lot of churn and activity in the first few weeks of the new term and feel that the new 'offer' will provide help at that time.

The colleges are actively working with SDS to try to identify innovative approaches towards people being made redundant and assist with the PACE process. The collective approach being taken amongst partners which would make best use of budgets to achieve the right results.

### 3.2 Capital City Partnership

Matthew Crighton informed the Group that the contractor had now been appointed to take forward the joint CCP/CEC review. He will arrange for the Terms of Reference to be circulated to the Group. MC

### 3.3 Job Centre Plus

Jim McGonigle thanked partners for their offers and suggestions of accommodation for the temporary expansion of staff within Jobcentre Plus. There are budgetary considerations surrounding this so it is on hold meanwhile.

Jim noted that the first round of successful bids under the Future Jobs Fund (FJF) had been announced with around a third of the money and associated jobs had been identified. He was keen to see further applications coming forward. He mentioned that the recently announced Community Task Force, part of the Young Person's Guarantee, was due to go out to tender.

He led on to say that he was anxious that employers understood all the offers on the table at this time. DWP are to organise an Employer Event in Scotland which the Minister Jim Knight MP would attend to promote the various services available. Further details would be provided as soon as available. JM

Jim concluded by issuing a Partnership Information Pack which he hoped would be helpful in keeping the Group informed of the latest publically available Jobcentre plus labour market information. He asked the Group to let him have any feedback on the usefulness of the pack. David Metcalfe asked Matthew Crighton to facilitate this being made available on Sharepoint. MC

### 3.4 Edinburgh Chamber of Commerce

Roger Horam informed the Group that the Executive Skillsbank was now in place and The Scottish Funding Council is looking at how its funding could support this. At John Palmer's request Roger Horam agreed to issue details about the Mentoring programme. RH

### 3.5 NHS Lothian

John Palmer reported that now NHS Lothian was part of the EARN network they had agreed some new initiatives including linking Capital Skills (construction academy) to the procurement section in the NHS; organising a procurement day with young companies; identifying 12 suitable NHS jobs within the CEC/CCP FJF bid; and the production and issue of a leaflet 'Coping with the Stress of Job Loss'. This has been very popular and a second print run has had to be arranged. It will be made available on-line as well. He also reported that employability training had now started; as had training for GPs about the 'Fit Note'. CCP

### 3.6 City of Edinburgh Council

Laura McIntyre highlighted the key areas of focus within Economic Development including the success of the Future Jobs Fund bid. Currently there is a lot of focus on the CPP ESF/ERDF programme which was taking up considerable staff time and effort. She also informed the Group that there were seven young people from disadvantaged backgrounds in Edinburgh taking part in the 'Clipper Round the World Yacht Race' which started on next week but had considerable publicity in the run up to that. In response to David Metcalfe's question Laura McIntyre explained that the young people would be charged with an 'ambassadorial role' to promote the cultural background of the city as part of this project. She also informed the group that the venture had been fully funded as a result of private sponsorship.

### 3.7 Skills Development Scotland

Patricia Thomson informed the group that following the major restructuring at SDS the organisation would be look at developing a Career Management Skills programme in the coming year. The main business focus would centre around the following areas:

- the 16+ Learning Agenda;
- School leaver Destination Report (SLDR) 08/09 which starts at the end of August;
- looking at how to take forward PACE;
- the joint Jobcentre Plus/SDS Integrated Skills & Employability initiatives;
- developing understanding and promoting the recent announcement about additional apprenticeships (7,800 new places on top of 10,000 already in place)

This prompted Jim McGonigle to highlight that there were now a number of additional national initiatives aimed at young people including the Young Persons Guarantee, including the Sectoral Routeways (100,000 places across the UK), Backing Young Britain, Internships for Graduates and Work Trials for all 18 year olds. He expressed the need for the Group to ensure that the right people were channelled to the right initiative for them.

The ensuing discussion identified a clear need for all key organisations to promote all the initiatives available to support people being made redundant and those who are unemployed. An event format for this was proposed. David Metcalfe expressed a desire that employers and jobseekers are kept in the loop about this. Brian Lister highlighted the need for parents also to be part of the picture and suggested that an event was required involving key players in this agenda.

**It was agreed in principle that options for one or more events should be scoped out for these purposes, focusing initially on the MCMC group.** Matthew Crighton said that CCP could write up a specification to circulate to the Group to confirm ideas about purpose, format and timing. Patricia Thomson said that if an event for young people were to be held in late September this could have a positive impact on the outcomes which will be reported through the SLDR. The timing of such an event should be 18<sup>th</sup> or 26<sup>th</sup> September and could be held in the FE colleges; she will liaise with Brian Lister about this.

MC

Patricia Thomson also mentioned that there was only a requirement to notify redundancies of 20 people or more and highlighted the need as a JSG to pick up information on those who fell outwith that category and offer them some redundancy support. Jim McGonigle commented that Jobcentre Plus would connect with those who claimed Jobseekers Allowance which would address some of this concern.

## 4 Performance Reports – Operational Plan

David Metcalfe spoke to the overall summary of the operational plan noting that most elements were reporting good or satisfactory progress. It was noted that the red flag on the Skills Development element was purely due to the hiatus until the SDS operational plan was in place. It is expected that this will now move forward and reflect the current joint working between SDS and Jobcentre Plus. David Metcalfe then asked for comments from the sub-Group Chairs

### 4.1 Greater Customer Reach

Carena Brogan reported good overall progress on this element. Progress has been made towards co-commissioning on some employability work with Neighbourhood Partnerships.

### 4.2 Health and Employability

John Palmer highlighted the risk to the delivery of the employability training to the wider network of NHS staff as the potential swine flu epidemic may result in resources being diverted to immunisation duties.

- 4.3 Employer Outreach  
Lindsay Geddes reported that the marketing products to support the delivery of the employer offer were available and would be launched at an event for provider organisations on 11 September. JSG members were asked to note this date as their input on specific topics may be important on the day and contact would be made within the next week. Lindsay Geddes also highlighted the progress toward delivery of an employer event to support the marketing of the employer offer. This event is at the planning stage but expected to be in late September /early October. JSG members will play a crucial role at the event. Further information will be issued shortly. JSG to note  
LG
- 4.4 Jobseeker Offer  
Matthew Crighton highlighted the progress being made on developing the customer charter which, it is planned, will be launched by Fiona Hyslop at the City Strategy event on 27 October.
- 4.5 Joined up Funding  
Performance and Resource planning Group Report to be discussed at Agenda Item 8.
- 4.6 Skills Development / Integration  
Patricia Thomson reported that there was work currently in place between Jobcentre Plus and SDS. An outcome was expected by the next JSG. PT/JM
- 4.7 Help for Workers at Risk  
Matthew Crighton reported that there will be an Operational plan by the next JSG. MC
- 5 **Performance Reports – Outcomes, Targets and Indicators**
- 5.1 David Metcalfe highlighted the figures for Apex Scotland (Progress to Work contract) which seemed good against profile. He asked for Jobcentre plus to identify if this was due to some specific good practice which the group could learn from. Patricia Thomson informed the Group that the SDS figures will now relate to the City of Edinburgh and not the wider area as previously had been the situation. LG
- 6 **Performance Reports – Recession Response**
- 6.1 The group endorsed the report.
- 7 **Bulletin**
- 7.1 The group agreed this was a useful addition in terms of information to the wider arena to highlight key activities in the City Strategy context. Item 2.2 in the minutes refers.
- 8 **Policy and Strategy update**
- 8.1 Labour Market Foresight: Implications of Recession for Strategy  
Matthew presented the paper and the proposal to take this forward with the support of a Short Life Working Group. He highlighted the proposal concerning consultation with employer and the need to consider how, when and for what purposes the Group talk with Employers – this should join up the different interests within the Operational Plan. Laura McIntyre said that the Destination Edinburgh group was also looking at what employers will need in the future. Brian Lister suggested that academics with relevant expertise should be approached for their support. John Palmer said that a lot of insight would be available from the human resource planning of large employers.
- 8.2 David Metcalfe emphasised the need to look ahead and be more forward looking and take an anticipatory approach. He also expressed the need to identify where there were gaps. He suggested that an approach which identifies the key employment sectors, showing the key informants and their view on the future for their areas of

expertise. This work should make maximum use of the information already available. It might also be useful to consider the impact on different categories of jobseekers and overlay this on the matrix. **The recommendations were agreed; Matthew Crighton will take this forward and report back to the next JSG.**

MC

## 8.2 DWP Commissioning Strategy

Matthew Crighton highlighted the key points of the report, covering options for participation in the DWP's commissioning of its programmes; and corrected it in one respect: the Specialist Disability Employment Programme is not an option for co-commissioning since it has already progressed to preferred bidder stage. He said that the proposal is to explore co-commissioning (DWP's Level 2) where possible; but that it would be useful to continue to focus on making Level 1 work as effectively as possible – this involves input to the DWP's current processes of commissioning and managing programmes. There is an opportunity to co-operate with the Scottish Government on developing a Service Level Agreement (SLA) with DWP at present.

8.3 The most likely option for co-commissioning appears to be Progress to Work, for recovering drug addicts. John Palmer agreed that this might be an option but did not want there to be any implication that in so doing NHS Lothian had agreed to contribute funding. He also suggested that an interest should be expressed in hosting a pilot for the Employment Help for Problem Drug Users programme.

The report was endorsed and the meeting agreed to:

1. **Support in principle an expression of interest in co-commissioning of Progress to Work/Link Up** MC
- 8.4 2. **Express an interest in hosting a pilot for the Employment Help for Problem Drug Users programme** MC
3. **Work with the Scottish Government on the development of the proposed SLA with DWP**

## 9 Performance and Resource Planning Group report

9.1 Patricia Thomson led the Group through the proposed recommendations and explained the PRG's rationale behind them. In particular she highlighted the benefits of a visit to new potential funding recipients before making a final decision.

9.2 The report proposed support for funding PB43: Job Opportunities Support Project (from Trust, Hanover, Bield Housing Association) at a cost: £69,281 over 2 years. The purpose of this project is to increase access to job opportunities by BME people in housing and the public sector.

9.3 The meeting considered the proposed allocation of Grant and Reward Funding for 2009 – 11:

### Pathfinder Grant

- 2/3 restricted to deprived areas, with the focus being on numbers out of work rather than the percentages. A brief is under development to procure a citywide generic employability service with funding contributions from some Neighbourhood Partnerships. Consideration will also be given to extending the area focus contracts with a preference for joint commissioning with health and other services. Any residual monies will be used for infrastructure development.
- 1/3 unrestricted which will be used for the following areas of spend: An amount will be ring-fenced to match any successful bid by Edinburgh City to the Future Jobs Fund: Applications will be invited from strategic partners using the existing project brief process; Consideration will also be given to the extension of non area-based projects which have been successful.

9.4 Reward funding

- Funding will be ring fenced for the further development and support of Caselink; chairs of working groups will be asked to submit costings for any work which is essential to the implementation of the operational plan; any residual reward funding will be added to the Pathfinder Grant. PRG

John Palmer noted that, while NHS Lothian was happy with the progress of the area focus projects, more learning and discussion was required about the area focus contracts before co-commissioning could be preferred. With this proviso, these proposals were accepted.

**The following recommendations were approved:**

1. **That the proposed changes to governance are approved**
2. **That JSG consider a redrafting of the Memorandum of Understanding**
3. **That project PB43 is approved for funding at a total cost of £69,281**
4. **That the proposed budget split is endorsed**

10 Date of next meeting

The next meeting of the JSG will be at 2.00 pm on 4 November 2009.

Future Meetings will be 3 February 2010

DRAFT