

CAPITAL CITY PARTNERSHIP

MINUTE OF MEETING

Meeting of: **JOBS STRATEGY GROUP**

Held at: CCP Offices, 1-3 Canon Street, Edinburgh

Date: **Wednesday 3 June 2009**

Present:

David Metcalfe	Chair
Patricia Thomson	Skills Development Scotland
Ken Shaw	City of Edinburgh Council
Jim McGonigle	Jobcentre Plus
John Palmer	Edinburgh CHP
Jim Rafferty	Capital City Partnership
Matthew Crighton	Capital City Partnership
Ray Harris	Lothian Association of College Principals
Brian Lister	Lothian Association of College Principals
Kate Kelman	Capital City Partnership
Apologies: Malcolm Barron	Skills Development Scotland
David White	Edinburgh CHP
Brian Martin	City of Edinburgh Council
Roger Horam	Edinburgh Chamber of Commerce

- Action
- 1 There were no declarations of interest.
- 2 **Minutes of the meeting on 1 April 2009; and matters arising**
- These minutes were agreed as a correct record. David Metcalfe welcomed two new members to the group: Jim McGonigle who is the new District Manager for Jobcentre Plus and Brian Lister who is the Principal of Stevenson College and will be taking over the chair of the Lothian Association of College Principals and therefore representing Further Education on the group. The following matters arising were discussed:
- 2.1 Joint CCP/CEC Review JR
- Jim Rafferty tabled the review proposal. KS
- 2.2 Summary of Fairer Scotland Fund decisions KS
- Ken Shaw to circulate a report of spending decisions by theme and area had been compiled for the Edinburgh Partnership. (c/f)
- 2.3 Employment and Skills KS
- 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. (c/f) RH
- 2.4 Registered Social Landlords and Employability
- Roger Horam to circulate a report compiled by the Chamber of Commerce for Castlerock Edinvar. (c/f)
- 2.5 Transitions for People Leaving Care Proposal
- Jim Rafferty reported that the substance of the proposal had been agreed by the Scottish Funding Council. The Management of the pilot will run through Edinburgh's Telford College on behalf of the TLC partnership.

2.6 Fit for Work

Matthew Crighton reported that an Edinburgh bid had been prepared but the partnership was subsequently advised by the Scottish Government that there would be a Scotland-wide bid. Edinburgh has since heard that both Glasgow and Dundee put in city-specific bids. Edinburgh is therefore concerned that they were given the wrong advice in this situation. Matthew is currently trying to arrange a meeting with the Scottish Government bid writers to ensure that local elements and partnerships are preserved in the next stage of bidding. The Glasgow, Dundee and Scottish bids are all through to the second round.

3 Partner Updates

3.1 Capital City Partnership

Jim Rafferty informed the group that the internal review process was now complete. He circulated a diagram of the new group and subgroup structures – attached as Appendix A.

3.2 Job Centre Plus

Jim McGonigle reported that 100 new staff had started work in the JCP district over the last two months. This has resulted in a pressure on estates and JCP has been looking to the support of partners to house advisers in their premises. Jim also noted that the successful Flexible New Deal bidders had been announced and that there had been a good response to the announcement of the Future Jobs Fund. The integrated Employment and Skills pilot is working well and JCP are now looking at closer connections with the colleges. He also reported that he is planning to review the employer engagement effort in the District.

3.3 NHS Lothian

John Palmer reported that NHS Lothian is now part of the EARN network and he is planning to brief the head of Strategic Planning about this.

3.4 City of Edinburgh Council

Ken Shaw informed the group that the EARN network will be looking holistically at the recession response. Paper on this has gone to the Economic Development Committee and Ken will circulate. The next partnership forum will look at the Scottish Funding Council's consultation document – Learning 2 Work.

KS

3.5

Skills Development Scotland

Patricia Thomson informed the group about the progress of restructuring within Skills Development Scotland. She circulated a staff structure diagram and this is attached at Appendix B. Patricia also issued a list of KPIs that SDS will be delivering on and informed the group that these would be reportable at Local Authority level. She will keep the group informed as to developments as some directorates are still to be confirmed. The Training for Work and Get Ready for Work budgets have been increased and within budgets there is a level of discretionary spend to target MCMC provision and the economic situation. Ray Harris added that he was aware of the SQA and colleges looking at the group of Modern Apprenticeship candidates who had lost their employment or training providers as a result of the recession. Jim Rafferty added that the group welcomes the integration of skills and careers and offered congratulations to Patricia on her new role as Area Manager of SDS operations for Edinburgh.

3.6 Further Education

Ray Harris reported that the three Edinburgh colleges were now working more closely which would allow them one voice in partnership settings. There has been a massive increase in applications to colleges. Fiona Hyslop will announce an increased funding package for colleges at Stevenson on 4th June. Brian Lister added that any increased outcomes for FE would require significant partnership working.

4 Performance Reports – Operational Plan

4.1 Jim Rafferty spoke to the overall summary of the operational plan noting that most elements were reporting good or satisfactory progress. He added that the red flag on the Skills Development element was purely due to a hiatus until the SDS operational plan was in place. It is expected that this will now move forward.

4.2 Greater Customer Reach

Kate Kelman reported good overall progress on this element. The group is particularly pleased with the quick development and launch of the Get On bus and associated phoneline. Action plans for each of the priority groups are in development. There will be a detailed mapping of services for local areas in collaboration with Neighbourhood Partnerships thus identifying any gaps in service.

4.3 Health and Employability

The group is developing its relationship with NHS Lothian Human Resources dept. The group has secured funding for a leaflet which aims to promote health in the recession, particularly for newly unemployed people.

4.4 Employer Outreach

Marketing materials are being produced and that elements of the Employer Offer should be ready to be delivered from September. Jim Rafferty noted that there was still a fair amount of work to be done on this element of the Operational Plan. Jim McGonigle noted that his bolstering of Employer Engagement in the District will impact on this element of the plan and will include a push on LEPs.

4.5 Jobseeker Offer

Jim Rafferty reported that this is another element that had not received sufficient attention to date but confirmed that that core offer is already available across all the mainstream services and the task now is looking at how and where core plus services can be extended. This will feed into a customer charter to be developed.

4.6 Joined up Funding

Patricia Thomson reported good progress on this element with another three proposals going before the Funding Panel. Matthew reported that DWP had been supportive of Edinburgh's methodology for allocating funding and he will forward DWP more information on this.

MC

4.7 Skills Development / Integration

As discussed earlier this element will now be discussed by SDS.

PT

4.8 Help for Workers at Risk

Matthew reported that both the Fit for Work and PACE arrangements fell under this element, progress will be recorded for the next meeting.

MC

5 Performance Reports – Outcomes, Targets and Indicators

5.1 Patricia spoke to the Outcomes, Targets and Indicators report. Ken will circulate the Academy at St James SMAR (Self-evaluation and Monitoring Annual Report). The group agreed the following:

- To investigate the possibility of putting monetary values on partners' programmes. PRG/All
- To add MCMC outcomes to the report. PRG/All
- ESF / FSF outcomes to be added when available. PRG/C
- Jim McGonigle to report to the next group on the performance of the Pathways contract in relation to other areas/districts. EC

JMcG

Jim Rafferty asked the group whether it would be possible to include the activities of Careers Scotland and Jobcentre Plus advisers to the outcomes report. Patricia said that SDS would shortly be publishing the annual CPP performance report and she would circulate to the group. Jim McGonigle will provide a breakdown of publicly available data and circulate to the group.

PT
JMcG

The group agreed that there is potential to collapse some elements of the report – PRG to look at this.

PRG

6 Performance Reports – Recession Response

6.1 The group welcomed the report. David Metcalfe added that recent business figures are relatively positive and do not point to a long-lasting recession.

Brian Lister stated that colleges are looking very carefully at recruitment statistics and forward-planning.

Jim McGonigle added that Jobcentre plus vacancies are well down. There is anecdotal evidence to suggest that people are taking jobs below their skill levels or not necessarily in their chosen career paths. Furthermore, there is a shortage of employers willing to offer Work Trials.

FRP

Patricia Thomson added that youngsters leaving school this year were finding it difficult to find training places and schools would have to look at alternative curriculum for young people who are staying at school because of a lack of other opportunities.

The group considered whether the marketing of government measures for business for the easing of recession had been sufficient. Jim McGonigle will circulate website address on this and encourage the Chamber to market to their members.¹

JMcG

The group agreed that the next meeting would look in depth at the recession response in the Strategy and policy section of the agenda looking at what we know, some alternative possible scenarios and appropriate responses.

7 Bulletin

7.1 The group welcomed the new bulletin document and agreed to circulate it more widely.

1

<http://www.businesslink.gov.uk/bdotg/action/detail?type=CAMPAIGN&itemId=1081831680&r.l1=1073859955&r.lc=en&r.l2=1073859960&urlname=realhelp/finance&urlparam=realhelp/finance&ref=http%3A//www.google.co.uk/search%3Fhl%3Den%26q%3Dreal%2Chelp%2Cwith%2Cfinance%26btnG%3DGoogle%2CSearch%26meta%3D%26aq%3D0%26oq%3Dreal%2Chelp%2Cwith%2C&domain=www.businesslink.gov.uk>

Consider circulation to:

- DWP Cities Strategy Team
- Other interests including political leads on employability
- Cross party skills group in Scottish Parliament
- Scottish Employability Forum

JR

8 **Policy and Strategy update**

8.1 Future Jobs Fund

Matthew reported that it was necessary to collect information about likely participants in the FJF. Key questions at the moment are:

- Whether preparation time prior to work is allowable?
- Suggestions of where the new jobs might be i.e. which sectors?
- Opportunities for skills training (colleges and other providers)
- Source of resource to 'top up' the wage subsidy.

The key requirement remains the identification of credible job opportunities Matthew asked the group for their agreement to establish a task group empowered to go ahead and submit the bid when ready rather than bring back to the group. This was agreed..

Partners are asked to nominate members for the steering group. FE will field one member (Brian and Ray to advise)

All
BL/RH

9 Proposals for Expenditure

9.1 PB43 – more information required. A small group will meet with the organisation on the 9th of June and report back to the JSG. Not recommended at present.

9.2 PB44 – recommended for funding, funding agreed

9.3 PB45 – recommended for funding, funding agreed

The group agreed that Funding Panel meetings with delivery organisations and visits to the premises would become the norm.

10 **Date of next meeting**

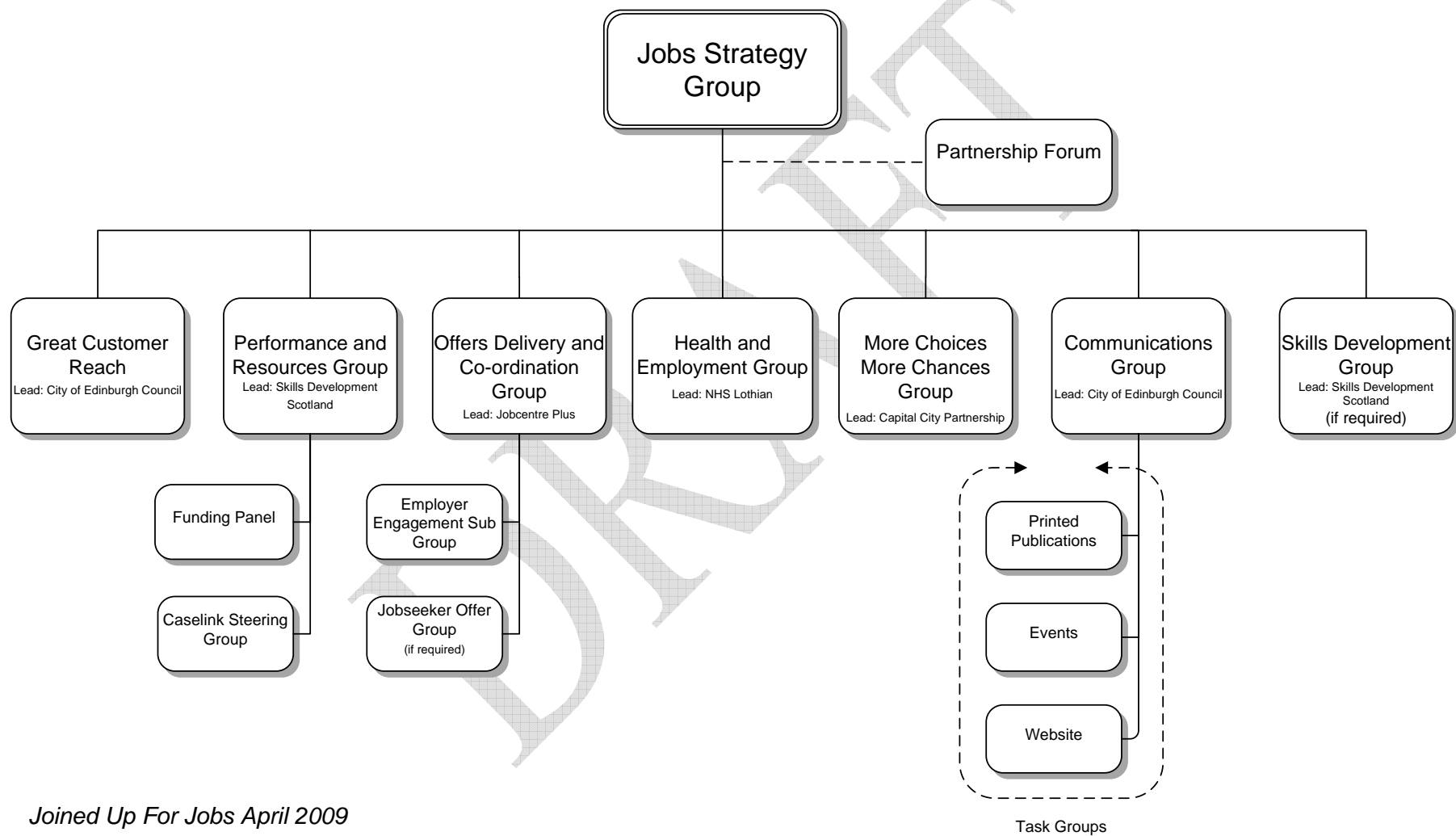
The next meeting of the JSG will be at 2.00 pm on 5 August 2009.

Future Meetings will be

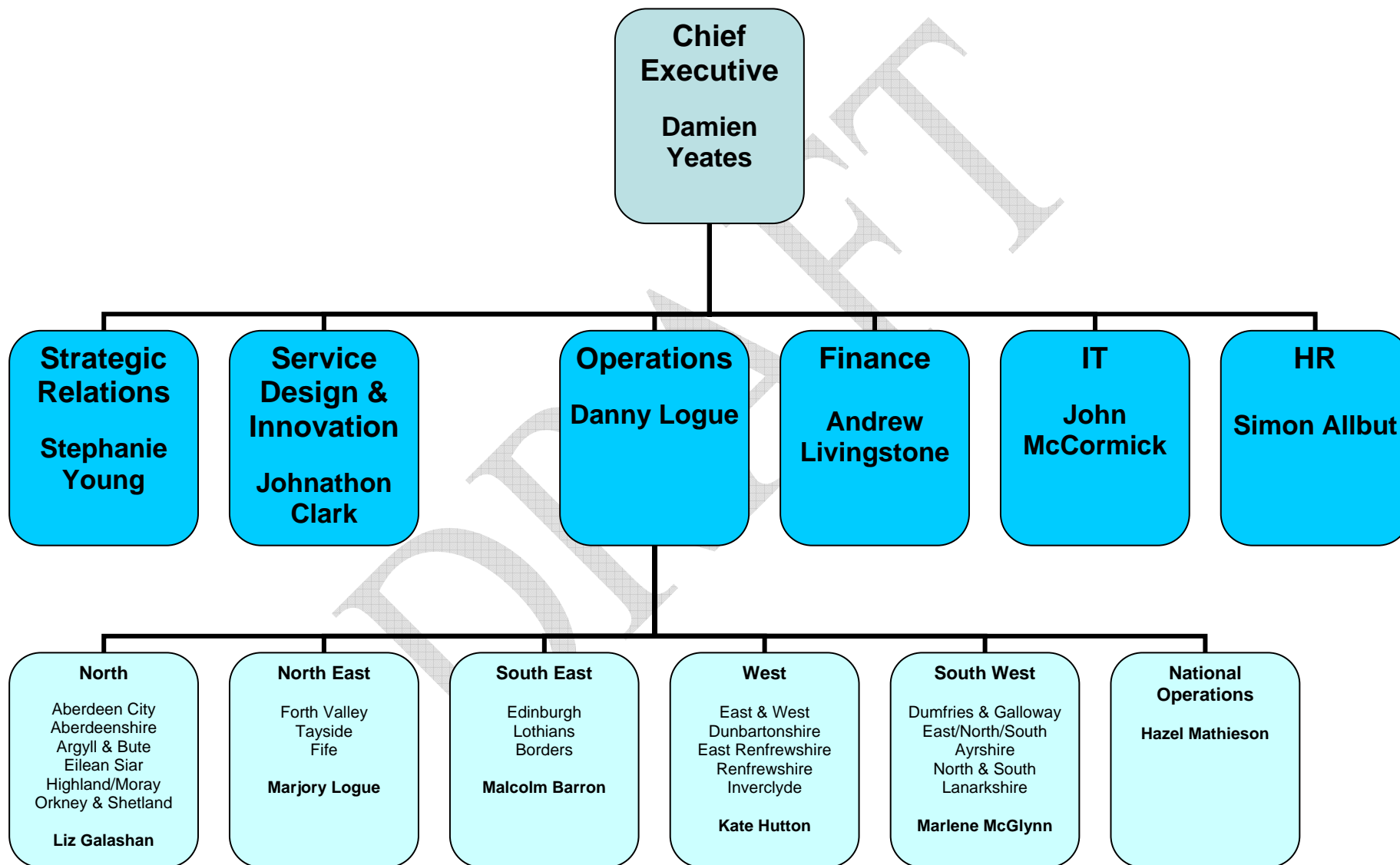
4 November 2009

3 February 2010

Proposal for implementation groups



Skills Development Scotland



Skills Development Scotland

