

CAPITAL CITY PARTNERSHIP

MINUTE OF MEETING *Draft*

Meeting of: **JOBS STRATEGY GROUP**

Held at: Capital City Partnership, 1 Canon Street, Edinburgh

Date: **Wednesday 3 December 2008**

Present:

David Metcalfe	Chair
Matthew Crighton	Capital City Partnership
Patricia Thomson	Skills Development Scotland / Careers Scotland
Ken Shaw	City of Edinburgh Council
Marion Nicholson	Skills Development Scotland
Ray Harris	Lothian Association of College Principals
Alister MacInnes	Jobcentre Plus
John Palmer	Edinburgh CHP
Jim Rafferty	Capital City Partnership

Apologies:

Roger Horam	Edinburgh Chamber of Commerce
Bill Wilson	Jobcentre Plus
Paul Gierthy	Skills Development Scotland / Careers Scotland
David White	NHS Lothian

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 Flexible New Deal

Matthew Crighton reported that CCP had submitted comments on questions set by DWP for Pathfinders on the nine tenders for the Flexible New Deal contract covering the area including Edinburgh. Alister MacInnes said that JCP District Office had also made comments on the bids through their own channels.

2.3 In and Out of Work Pilot

Ken Shaw had passed on information about the contact in CEC for this.

2.4 Partnership Forum Feedback

Alister reported JCP had formulated responses to questions raised at the Partnership Forum when it discussed services for IB recipients; but was concerned about how they might be publicised. He will meet with Ken Shaw to take this forward.

AM, KS

Matters Arising: Partner Updates

2.6 Jobcentre Plus

Alister McInnes reported that Pathways to Work and Local Employer Partnerships were both still ahead of profile in the District. 800 employers are signed to the LEPs. JSA registers continue to rise though other benefits are at fairly stable levels. Vacancies are falling.

2.7 Skills Development Scotland

Patricia Thomson told the meeting that the SDS Business Model was starting to be disseminated to staff but it would not be publicly available until the New Year. The Operational Directors had been appointed.

SDS is to take the lead role in redundancy response via PACE, though local authorities or JCP may take this role in some circumstances.

2.8 Further Education

Ray Harris reported the following:

- that the Construction Centre of Excellence at Telford College had opened at the end of October, bringing together the City Council's and the college's activities. It was possible that other training providers might join it in future years.
- The FE colleges are close to a data-sharing agreement with SDS and so information about the MCMC group should start to flow soon.
- The Scottish Government's Science Strategy should see an important role for colleges in delivering training at technician level. John Palmer said that attention to this level of scientific work could assist people in Craigmillar get employment benefits from the developments around the Edinburgh Royal infirmary.
- The Cabinet Secretary, Fiona Hyslop MSP, had asked the colleges to play a role in responding to redundancies – there is concern about those who are part-way through an apprenticeship when made redundant.

Jim Rafferty added that the Scottish Funding Council is planning a pilot for increasing the flow of care-leavers into and through FE and had selected Edinburgh as the area for this.

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

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

3.1 Matters arising from sub group minutes

Caselink

David Metcalfe asked whether, following the termination of the contract with Meganexus, CCP was confident that the system would be delivered by the new contractor, Iconi. Matthew Crighton replied that Iconi was already delivering a similar system in other parts of Scotland and was in the process of adapting that for Edinburgh's specification so he was confident that the system would be ready in the New Year.

4 **Restructuring and Service Development at CEC Economic Development**

Ken Shaw gave a presentation on this topic (slides attached as appendix). He will lead the Employment and Skills team, one of six within Economic Development, which has a remit for Strategy and delivery of programmes to bring the most disadvantaged people into employment, enterprise or training; anti-poverty programmes; European programmes; Fairer Scotland Fund; Social & Community Enterprise. There are plans for Economic Development to have a leading role in a corporate anti-poverty unit.

- 4.2 Jim Rafferty welcomed greater focus on economic development in City Development and endorsed the need for a corporate approach to anti-poverty activities. Matthew Crighton welcomed the greater capacity for labour market information. John Palmer commented that support the Neighbourhood Partnerships will be useful because in his view they are not picking up the employability agenda sufficiently. Ken responded that they recognise that they do not have the knowledge and capacity for this.

5 **Taking the Strategy Forward**

Matthew Crighton presented the paper on an Operational Plan.

- 5.1 Following discussion David Metcalfe summarised the feeling of the meeting, which agreed the following:

To re-state existing targets.

- 5.2 **To establish a target relating to skills.** This should ensure relevance to the needs of industry sectors and take account of the skills utilisation agenda; and that most training is done while in work. At minimum skills issues should be taken into account in all the support available to customers and employers. In addition consideration of the content and volume of training opportunities available will be appropriate.

- 5.3 **To establish a target relating to customer satisfaction.** This will require establishing of a standard for the purpose of measurement of the quality of what is delivered; and draw on user involvement to achieve continuous improvement. Once in place it should help guide service decisions and feed into the operational plan.

- 5.4 **That an Operational Plan should be prepared on the lines proposed. The meeting endorsed in principle the operational objectives set out in the report.** Once the question of the content of new targets has been settled, the Jobs Strategy Group meetings should move to focusing on operational matters. The Operational Plan should answer the questions: What to do, how, who, what evidence ?

- 5.5 A regards the proposal for a report to the next meeting of the impact of current macroeconomic changes on the Edinburgh labour market and implications for the strategy, it was agreed to leave this to the discretion of the CEC team.

- 5.6 David Metcalfe took an overview of the objectives set out at the start of the review process and concluded that the process was achieving those objectives but still needs pushing forward.

6 Fairer Scotland Fund

6.1 Jim Rafferty presented the report on the Fairer Scotland Fund (FSF). John Palmer requested that information be collated about the spending decisions relating to employability being taken by the Neighbourhood Partnership; and suggested that flows of information between the Edinburgh Partnership, the Jobs Strategy and the NPs could be improved. Ray Harris noted that some organisations will be losing funding as a result of decisions about FSF; and that JSG partners could seek ways in which those organisations might meet their objectives. Marion Nicholson said that the SDS Operating Plan may include some flexibility to route some funding through partnerships.

6.2 Following consideration of the report the following were agreed:

- i) **To note the pre allocation of FSF funds this year;**
- ii) **To agree to maintain the level of award to the Working for Families service, as extended, for 2009/10.**
- iii) **To agree to further review this position in September 2009**
- iv) **To agree to accept the role proposed in respect of Neighbourhood Partnership support**

7 Progress and Issues report

7.1 The meeting considered the section of the report concerning Finance and Resource Planning and agreed:

That the Jobs Strategy Group homologated the following decisions:

	2008/09	2009/10
Preparation for GRfW	£45,569	£45,569
Brighter futures in 2009/10)	£17,284	£17,284
Money advice	£35,000	£35,000
GRfW pilot	£45,000	£5,000
JCP pre-recruitment events	£25,875	
Incubator	£60,000	
Website and directory upgrade	£10,000	

7.2 **That the Job Strategy Group confirms the funding allocation for year 2 of the Area Focus project in Muirhouse.** In relation to this contract, David Metcalfe referred to the information available on performance by this project, and requested assurances that the outcomes being achieved were consistent with meeting its first year targets.

7.3 In relation to Evaluation and Targets the meeting agreed:

1. **That JSG accepts the baseline evaluation report and asks all of the lead partners of programme elements to consider implementation of its recommendations.**
2. **The Job Strategy Group continue to work to a 3% stretch on benefit decrease and employment rate increase on any reliable forecast for 2011; and endorses a focus on two closing the gap targets for the period March 2011.**

7.4 Proposal for an Annual Conference

As regards the proposal for an annual JU4J conference each autumn it was agreed that early planning is needed. comms

8 **Monitoring and Evaluation report**

The targets and outcomes report and the Quarterly Report to DWP were accepted. It was agreed to include totals on performance tables even though there may be double counting – it was noted that in the future Caselink will look at duplication within CCP outcomes reported.

9 **AOB**

The invitation to DWP to attend a meeting should be repeated.

It was noted that Edinburgh Voluntary Organisations Council had taken up a place on the Greater Customer Reach sub-group.

10 **Date of next meeting**

The next full meeting of the JSG will be on Wednesday 4 February 2009.

The schedule of meetings for 2009 will be at 2.00 pm on:

**4 February
1 April
3 June
5 August
7 October
2 December**