



JOINED UP FOR JOBS
Edinburgh's Jobs Strategy

Performance and Resources sub group (including the Funding Panel and Caselink User Group) remit and governance

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Item 1

JOB STRATEGY PERFORMANCE AND RESOURCES SUB GROUP REMIT

1. Frequency

The group should meet quarterly to consider reports prior to the Job Strategy Group

2. Chair & Secretariat

The group will be chaired by Patricia Thomson, Skills Development Scotland. The secretariat will be provided by Capital City Partnership Job Strategy staff.

3. Principle Role of Group

The principle role of the group is to

1. Report/provide information to the Jobs Strategy Group and in doing this drive up performance of contracted provision and minimise duplication.
2. Allocate funding in the control of the Edinburgh City Strategy Pathfinder

4. Purpose of Group

1. To report to the Job Strategy Group on aspects of the targets or evaluation of the City Strategy that require decision / comment at that level
2. Identify and agree priorities for funding allocations
3. Following agreed procedure, allocate funding in joint control of the consortium
4. Report, monitor and evaluate performance of pathfinder funded projects
5. Receive reports on Edinburgh City Strategy Pathfinder partner programmes and projects for information
6. Monitor performance on the Job Strategy operational plan and make recommendations to Job Strategy Group
7. Identify and agree source data to report on targets and underpinning measures and recommend city-wide targets to Job Strategy Group
8. To report on and monitor the headline targets and underpinning performance indicators for the City Strategy (including Child Poverty, More Choices More Chances, target group indicators)
9. Source, report on and discuss appropriate Labour Market Information and generate if necessary and contribute to other forums as applicable
10. Act as a contact point for the independent contractor evaluating the Edinburgh City Strategy Pathfinder – and contribute to the local evaluation
11. Act as a conduit for other relevant national research identified by partners
12. Propose and consider thematic papers and relevant research related to the strategy
13. Review information received from the Department of Work and Pensions relating to performance of the fifteen Cities Strategy Pathfinders.

14. Report and comment on the Management Information System, Caselink

5. Membership

SDS

Capital City Partnership

Chair

Jobs Strategy Development Officer

Jobs Strategy Management Information Officer

Monitoring and Evaluation Co-ordinator

City of Edinburgh

Jobcentre Plus

NHS

Further Education Colleges

Chamber of Commerce

6. Sub Groups

Funding Panel: see Item 2

Caselink Steering Group: see Item 7

7. Wider Participation

It is intended that the group will hold two consultation and information sessions per year, which will focus on the performance of the Strategy against targets and indicators. The membership of this wider group will be drawn from the Joined Up For Jobs Partnership Forum and the Edinburgh Partnership to ensure representation from providers, communities and other interested parties.

8. Proposed standing agenda items

1. Combined performance report incorporating: partner programme activity; pathfinder grant activity and performance against targets.
2. Discussion / scrutiny of local/national research and dissemination to Strategy Group
3. Review evaluation of Edinburgh City Strategy Pathfinder
4. Report from Caselink steering group
5. Report from Funding Panel

Item 2

FUNDING PANEL REMIT

Membership:

Nominations will be sought from the partner organisations and endorsed by the Performance and Resource Planning Group. The Panel will be convened by Roger Horam, Edinburgh Chamber of Commerce.

Remit:

The Panel will:

1. Adhere to the agreed Memorandum of Understanding of November 2007 which sets out Edinburgh City Strategy Pathfinder partners' accountabilities and commitments, including delivery of services and aligning and directing funding to support the Consortium's strategy as agreed by the Job Strategy Group. Partners will retain responsibility for financial management of the budgets which are identified for potential alignment.
2. Consider and recommend allocation of funds for the procurement of services to meet the objectives of Edinburgh City Strategy Pathfinder.
3. Adhere to the funding criteria attached to each funding stream.
4. Consider Monitoring and Evaluation reports produced by partner organisations
5. Make regular reports to the Performance and Resource Planning Group both on funding decisions, and on monitoring and evaluation of funded services.

Decision-Making

1. Funding in the control of Partner organisations: Allocation of these funds will be discussed by the Funding Panel, particularly in order to monitor the fit with other funding allocations. Decision making authority will continue to lie with the relevant partner organisation.
2. Pooled funding (e.g. the Pathfinder Grant) which may become available to Edinburgh City Strategy Pathfinder will be allocated according to agreed processes.

Frequency of Meetings

A meetings schedule will be set by the Panel, having cognisance of the annual pattern of funding deadlines; and of the meetings schedule of the Performance and Resource Planning Group.

Item 3

Memorandum of Understanding

The Consortium:
Capital City Partnership
City of Edinburgh Council
Jobcentre Plus
Scottish Enterprise Edinburgh & Lothian
Edinburgh Chamber of Commerce
Careers Scotland
NHS Lothian

Scope of Memorandum of Understanding

The purpose of the Memorandum of Understanding is to establish a protocol to facilitate joint-working between the members of the consortium. The consortium will work towards the aims of the City Strategy Pathfinder, as set out in the Business Plan submitted to DWP on 29th December 2006. The initial period of the Pathfinder is to March 2008 and this Memorandum of Understanding will be reviewed at that time.

Memorandum of Understanding Details

Responsibility for achieving the objectives of the City Strategy Pathfinder lies equally with all parties. Progress will be monitored jointly and updates will be given at subsequent Lead Officer Group meetings, Jobs Strategy Group meetings and the relevant board meetings of consortium members.

Provision of Services: Capital City Partnership

Capital City Partnership will employ three full-time Jobs Strategy Development Officers to take forward and implement the City Strategy Pathfinder. The posts will be funded until March 31st 2008 through funding achieved through the Department of Work and Pensions.

The three staff, along with the Jobs Strategy Manager, Monitoring and Evaluation Officer and Administration Officer will be responsible for the day-to-day running of the project and will have specific targets as derived from the Business Plan.

The Jobs Strategy Manager will undertake to report regularly on the progression of the Pathfinder and will organise regular Lead Officer Group meetings to facilitate this reporting. The Jobs Strategy Monitoring and Evaluation Officer will undertake ongoing evaluation of the project. The Jobs Strategy staff will also undertake to set up and dissolve short-life working groups to take forward any particular workstreams as defined by the Lead Officers' Group.

Provision of Services: Consortium Members

The Consortium will allocate appropriate staff and staff time to the Lead Officer Group and the Jobs Strategy Group. All members of the consortium should endeavour to attend scheduled meetings and / or send deputies in their place. They will also be responsible for cascading information as appropriate in their own organisations.

Members will make a commitment to supplying relevant information as requested, to the consortium in order to further the aims of the City Strategy Pathfinder. However, it is recognised that there must be cognisance of commercial and individual data protection.

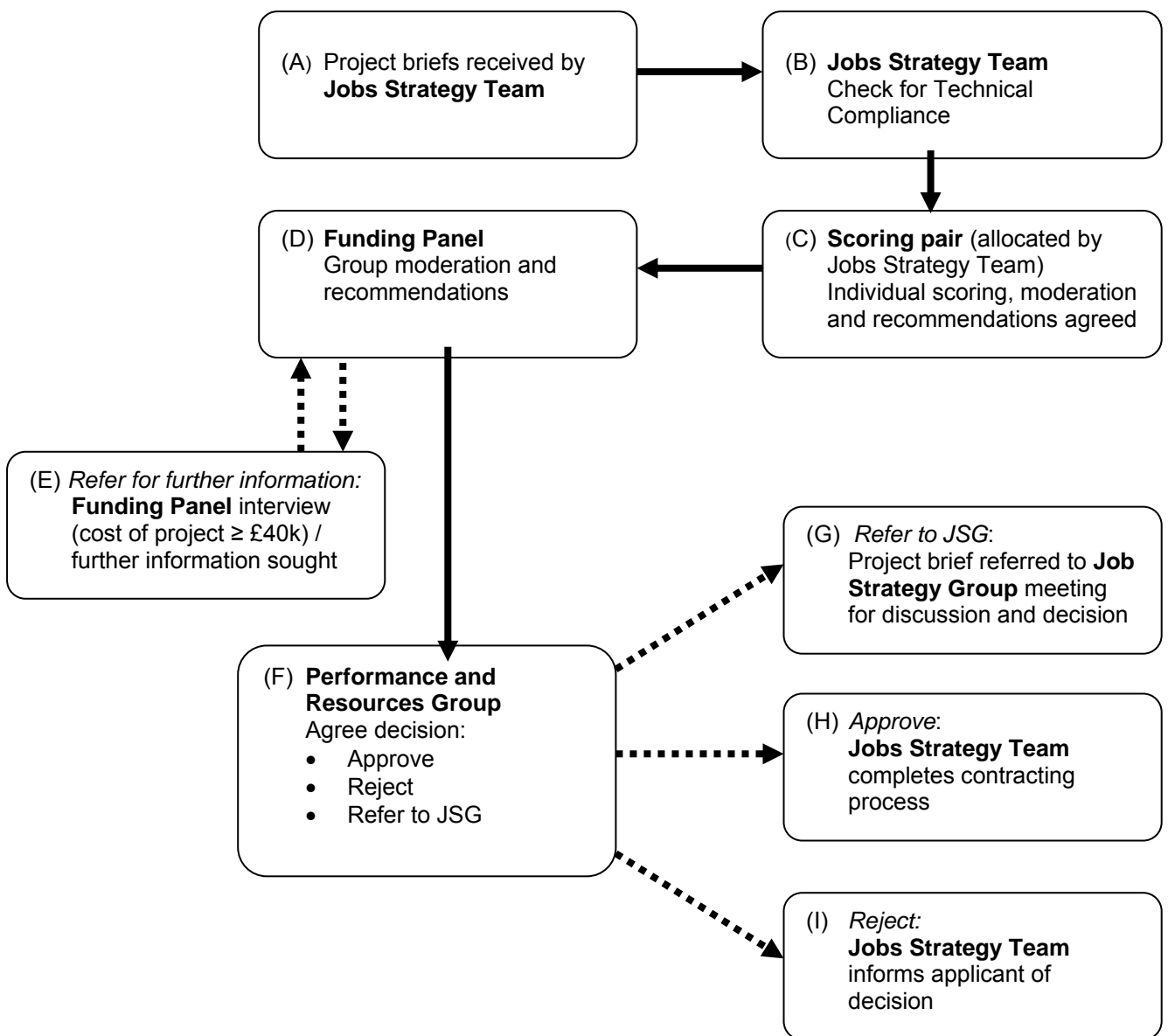
Members agree that decisions about procurement and contracts should be routinely scrutinised for impact on local joined-up working. The consortium agrees to notify all partners about upcoming contracts.

Monitoring and Evaluation

Progress on City Strategy Pathfinder will be monitored on an ongoing basis through a Monitoring and Evaluation Framework used for the Joined Up for Jobs Employability Framework. It is also recognised that the Pathfinder will require to be independently evaluated. It is DWP's stated aim that evaluations should run concurrently with the project and any interim reports will impact upon direction of travel. CSP staff will manage this evaluation contract and regular reports will be made to the consortium.

Item 4

GRANT ALLOCATION PROCESS



A. Project proposals

Partners may bring forward proposals for funding of activity to contribute to the achievement of targets agreed with DWP and to support the implementation of the consortium's Business Plan. Information must be supplied to the Funding Panel on a standard project brief (FRP1). The scoring criteria (FRP2) are available to all Partners. The Job Strategy Development Officer who supports the panel will not develop or submit proposals.

B. Technical compliance check

Jobs Strategy Team will check project briefs for completeness of information and broad eligibility for funding. If project brief is incomplete or ineligible then it is returned to applicant with reasons for return. A project brief may be resubmitted but will still be required to go through a technical compliance check. Closing dates may be applied.

C. Scoring

Each project brief is allocated two Funding Panel members to score and "moderate" the project brief against the agreed criteria prior to the Funding Panel meeting identified for determination of project briefs.

The scoring pair will be allocated by the Jobs Strategy Team. The following aspects will be taken into account: avoiding conflicts of interest; scorers' knowledge of the area covered by the project brief; and due consideration to balancing the workload across consortium partners.

Using agreed criteria each scorer individually scores the project brief and completes some narrative highlighting points of interest or concern within the project brief. Recommendations are made independently by each scorer.

Once each project brief has been individually scored the two scorers meet to discuss and agree a mutually agreeable score (moderated score) and recommendation to be presented to the Funding Panel.

D. Funding Panel moderation

Each project brief is presented to the Funding Panel by its scoring pair outlining the project brief and its merits. Following group discussion, the Funding Panel may choose to endorse or to vary the scorers' recommendation. Decision may be to:

- Recommend to Performance and Resources Group for funding
- Recommend to Performance and Resources Group for rejection
- Visit proposer (see E below)
- Return to proposer for more information.
- Return to proposer for re-write and re-submission
- Referred for comment to another workgroup

E. Visits

The Funding Panel will delegate members to interview and/or visit applicants/delivery organisation in all cases of applications for >£40k.

F. Performance and Resources Group decision

The decision on each project brief will be:

- Approved for funding. (Projects ≤£100k in value within agreed budget allocation). A summary of approvals will be included in report to Job Strategy Group for information

OR

Recommendation for funding referred to Job Strategy Group for decision. (Projects valued at >£100K). Information supplied to Job Strategy Group to inform their decision will include targets and allocation of budget (making clear whether this is fixed or subject to tender)

OR

Any proposal (regardless of cost) which is deemed by Performance and Resources Group to have strategic or policy implications must be referred to Job Strategy Group for discussion and decision.

- Not recommended for funding

Funding decisions will be reached by consensus. In the event that a consensual decision on a particular proposal cannot be reached, the proposal will be referred to Jobs Strategy Group.

Individual scoring sheets, the moderated score and minutes of meetings will be retained by the Jobs Strategy Team as background to support the decisions.

G. Job Strategy Group decision

Allocations made by Performance and Resources Group will be reported to Job Strategy Group for information. Proposals will be referred to Job Strategy Group for approval when proposal cost >£100k. Proposals will be referred to Job Strategy group for discussion and decision if they are considered to have strategic or policy implications; or when Performance and Resources Group cannot reach a consensual decision.

As at Performance and Resources Group, funding decisions will be reached by consensus.

H. Contract preparation and sign-off

As the accountable body for the Pathfinder, Capital City Partnership will prepare and agree contracts with applicants to be awarded pathfinder grant monies

I. Unsuccessful applications

The Jobs Strategy Team will ensure that applicants are notified of decisions should their project brief and/or pathfinder grant application be rejected.

Item 5

Declaration of interests – procedure

1. Jobs Strategy Group will agree membership and lead partner for the Performance and Resources Group (PRG).
2. A funding panel will be established as a sub-group of the PRG. Membership of the Funding Panel will be drawn primarily but not exclusively from the membership of PRG
3. On appointment to the PRG and/or the Funding Panel, each member will complete a register of interests form in respect of their personal interests (see Appendix A).
4. Completed forms will be held by Capital City Partnership as the accountable body.
5. Updating: members will update their entry in the register every 2 years or whenever there is a substantive change.
6. In respect of items under consideration at any PRG or Funding Panel meeting, declarations of interest of either individuals, or of the organisations they represent, will be recorded at the beginning of each meeting.
7. Members of these groups declaring an interest either personal, or of the organisation they represent, will take no part in the discussion or decision-making on the relevant agenda item.

Item 6

Register of Interests - Form

Date of appointment	
Surname	
Forename(s)	
Name and address of organisation	
Job title	
Daytime Tel No	Fax
Mobile Tel No	

Members of the Performance and Resources Group and Funding Panel are required to declare all relevant interests, on appointment and at meetings. The Register will be made routinely available to all members of the Jobs Strategy Group; to the members of PRG and Funding Panel; and on request to the general public.

The following details should be recorded below:

- details of any significant consultancies undertaken over the last five years;
- any financial stake in relevant organisations, or as a beneficiary of such an organisation;
- any spouse, partner or close family member associated with relevant organisations, or as a beneficiary of such an organisation;
- any other interest which might be reasonably constructed as creating a conflict of interest.

Directorships, now or in previous five years
Other committee memberships, now or in previous five years

Details of any significant consultancies undertaken over the last five years
Financial stake in relevant organisations
Other interests which might reasonably be construed as creating a conflict of interest

Name _____ *(in full)*

Signed _____

Date _____

Item 7

Caselink Users' Group Remit

1. Frequency

The group should meet quarterly (during the middle month of the quarter) to allow adequate preparation for reporting and monitoring deadlines.

2. Chair & Secretariat

The group will be chaired by the Jobs Strategy Management Information Officer, Capital City Partnership (CCP). The secretariat will be provided by CCP Jobs Strategy staff.

3. Principle Role of Group

The principle role of the group is to act as a forum for dialogue between Caselink Users and the Jobs Strategy. This will include considering the nature, scope and effectiveness of Caselink and suggesting development areas.

4. Purpose of Group

1. Review business rules and processes on Caselink and identify areas for improvement.
2. Act as a conduit for any problems identified by Caselink Users that require resolution.
3. To review "change requests" submitted by Caselink Users such as additions to drop down menus or access to additional fields.
4. Communicate any changes on Caselink appropriately to users within individual provider organisations.
5. Identify and prioritise areas of development including future uptake of Caselink and new functionality. Agree next steps for these including publicising Caselink at Jobs Strategy events where appropriate.
6. Report to the Performance and Resources Sub Group of the Jobs Strategy on aspects of Caselink development that require decision / comment at that level.
7. Monitor the reporting tools available in Caselink and suggest enhancements.
8. Act as a contact point for any decision making required by the software developers (ICONI Software).

5. Membership

Membership is defined by the number of organisations (providers) using Caselink. A minimum of one attendee per provider is recommended. As at July 2009, the providers are:

- Access to Industry
- Capital City Partnership
- City of Edinburgh Council (Economic Development)
- FourSquare (Spectrum project)
- West Edinburgh Action
- Women Onto Work
- Worktrack

6. Wider Participation

It is intended that the group will hold ad hoc workshops throughout the year which will be dedicated to scoping future development. The membership of this wider group will be pulled from all Caselink Users to ensure a varied representation from providers.

7. Proposed standing agenda items

- Provider feedback
- Functionality and process update
- Change Request Log