

**Meeting of:** **JOINED UP FOR JOBS**  
**EVALUATION SUB-GROUP**

**Held at:** Capital City Partnership offices, 1 Canon Street, Canonmills, Edinburgh

**Date:** **Wednesday 10 December 2003**

<b>Present:</b>	Matthew Crighton	Capital City Partnership
	Jim Galloway	City of Edinburgh Council
	Sally McGreevy	Scottish Enterprise Edinburgh & Lothian
	Finlay Martin	Lothian Labour Market Unit
	Yvonne Edmond	Careers Scotland
	Chris Nicol	Capital City Partnership
<b>Apologies:</b>	Gill Broadbent	Jobcentre Plus
	Susi Corner	City of Edinburgh Council

1 Minutes of meeting held on 14 October 2003

The minutes were agreed as a correct record.

2 Matter Arising

Bid to Infrastructure Development Programme – Evaluation and Research Officer

Matthew Crighton reported that the post of Jobs Strategy Evaluation and Research Officer at the CCP would be advertised imminently. He circulated the job description which was based on the list of functions derived from the work of the sub-group.

3 Database Development

a) Report from research phase

The final report from the Outcomes Partnership was available. It was agreed to circulate it to the Partnership Forum and the Strategy Group and SIPs; and to consider in detail the recommendations at the next meeting. It was noted that it included a summary of the responses to the proposals which had arisen during the research and that this showed strong support for the development of a common database system.

b) Specification for the pilot.

The specification drafted by Matthew Crighton was considered and agreed with the following additions:

1. That as regards Data Protection, basic guidelines would be supplied; that each organisation remains responsible for its own DP affairs and would sign an agreement to that effect;
2. that there would be common forms of client consent tested in the pilot; and
3. That this would include agreeing to the use of data for monitoring and evaluation;
4. That participating organisations would have to commit to giving the pilot sufficient time;
5. That the pilot should involve around ten organisations for a period of 6 months

c) Evaluation regime

Chris Nicol spoke to his paper. A number of comments were made, on which basis

Chris agreed to produce a final version.

4 Labour Market Information

a) Target Groups: Progress report

Matthew Crighton reported on the following developments:

Ex-prisoners

A meeting with Edinburgh Prison had taken place and a note of this was circulated

Mental ill-health

A paper drafted by Forth Sector was considered. Finlay agreed to look at the derivation of its figures for numbers with mental illness and report back.

Homeless and Ex-drug users

It was reported that Wise Move had done mapping research on the capacity of homeless organisation to deliver employability support. It was proposed to extend this methodology to services for drug users.

d) Report to Strategy Group in January 2004

Finlay Martin commented that this would be close to the time of preparation of the LLMU Annual Report and that the report to the Strategy Group would derive from this.

5 Monitoring and Evaluation

Progress against the reporting framework agreed by the Strategy Group was considered. It was agreed that Matthew Crighton would draft an external evaluation brief.

6 Research Update

Careers Scotland are commissioning a survey of the NETE group (Not in Education, Training or Employment) of school leavers. The questionnaire was being designed by LLMU. This group is reported to be growing. It was noted that this would not capture individuals who are not already in contact with the Careers Service.

Chris Nicol agreed to find out about relevant Communities Scotland research programmes in order that future meetings could consider overlaps and funding opportunities.

Matthew Crighton reported that the ESF Article 6 project, 'Working Together', would require a benchmark study, which may involve looking at gaps in provision; and mapping numbers of people to the service delivery model.

7 Date of next meeting: to be agreed