

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

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

Date: **Wednesday 14 October 2003**

Present:	Matthew Crighton	Capital City Partnership
	Jim Galloway	City of Edinburgh Council
	Sandra Knight	Scottish Enterprise Edinburgh & Lothian
	Neil McGregor	Lothian Labour Market Unit
Apologies:	Gill Broadbent	Jobcentre Plus
	Yvonne Edmond	Careers Scotland
	Susi Corner	City of Edinburgh Council

1 Minutes of meeting held on 20 August 2003

The minutes were agreed as a correct record.

2 Matters Arising

a) Research and Evaluation Functions

Matthew Crighton presented a summary of the functions identified through meetings of the sub-group with a worksheet of questions which had been used for a presentation at the Partners' Forum. It was agreed to circulate this, together with a related worksheet relating to target groups, as a mechanism for consultation with providers and to obtain views about the measures which they would find most useful.

JG

b) Bid to Infrastructure Development Programme

Matthew Crighton reported that he had submitted the amendments suggested at the last meeting, plus a job description, to the IDP Panel on 2 September. On this basis the Panel had agreed to the funding of £33,382 requested. The CCP was in the process of re-casting its EQUAL budget and wished to incorporate some functions from this into the j.d. with the consequence that, taking some EQUAL funding as well, a post would be advertised for a longer period and probably a higher grade.

MC

c) Infrastructure Development Panel Request

It was noted that the Infrastructure Development Panel identified a need for reliable information to support the decisions of the Panel and the development and implementation of the Action Plan and had requested that the sub-group should take on this wider information role. This agreed and the specific requests relating to the business case for engaging with the academies; and an examination of the distribution of numbers of jobseekers across the employability continuum; were noted for action.

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3 Database Development

In response to Sandra Knight's enquiry and her comment that there are other potential programmes available, it was clarified that the current work is a pilot, for which a specification and evaluation regime is needed. At the end of the pilot the Strategy Group would need then to prepare a further specification for the roll-out of an ICT strategy and shared database plus an outline costing. At this point a choice could be

made on what programme should be used. In this regard Gill Broadbent and Sandra Knight would seek information on other systems which might be available.

GB
SK

a) Report from research phase

The meeting considered the draft report from the Outcomes Partnership and the issues which were identified in it. It was noted that:

- there was a number of issues which fell without the scope of the pilot but which merited attention in a JU4J ICT strategy, for example the ICT capacity and data protection knowledge of the organisations in the provider network.
- 75% of respondents had shown strong interest in piloting the Employment Pathway software.
- the data existed on the responses of each organisation, which could be used as a benchmark for evaluation purposes

The meeting concluded that the following issues would have to be addressed in the preparation of the pilot:

- the necessary standard of ICT capacity of participating organisations – it was agreed that this is a criterion for participation in the pilot
- the necessary standard of data protection and the reliability of advice given via JU4J – it was agreed that training in this be included in the pilot and that the training materials used be checked through the assistance of expertise available within partner organisations
- the need for protocols for exchange of information between organisations – it was considered that the pilot should include the purpose of developing these where needed.

b) Specification for the pilot.

It was agreed that a specification would be drawn up which would cover: Measuring distance travelled; Reporting to funders; Referrals; Tracking; Gathering research data; and Protocols for sharing client information. It would include an evaluation process and Chris Nicol offered to be responsible for this. This offer was accepted. The basis for selection of organisations to be in the pilot would also be included.

MC
CN

c) Other Recommendations and Consultation with Providers

It was agreed to summarise the other recommendations for consideration within an ICT strategy. On the proposals for additional Steering Groups, it was noted that the Evaluation Sub-group had the remit for an overview of ICT developments; that an Advisory Group of organisations in the pilot would be convened; and that the Partners' Forum might like to consider whether the creation of its own sub-groups on e.g. data protection would be useful.

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A summary of suggestions made by participating organisations had been prepared by the Outcomes Partnership. It was agreed to circulate this to provider organisations for views on how useful each might be. As regards the suggestion of discounted procurement, it was agreed to investigate whether CEC's procurement section could assist.

JG
JG

4 Labour Market Information

a) Target Groups: Progress report

Matthew Crighton informed the meeting about progress on examining the needs of target groups in partnership with relevant organisations (see attached summary). He had arranged a meeting at HMP Edinburgh on 28 October and it was agreed that Gill Broadbent and Brian Martin (if available) should also attend.

b) Statistical report – disability

- Neil McGregor spoke to the report from LLMU on disabled people of working age in Edinburgh. Following discussion it was agreed that LLMU would incorporate more information on the different meanings given to disability in the various data sources. He would also look into whether 2001 Census data could be used to give more insight into the composition of the broad category 'disabled'; and whether 'flows' data are available from JCP and what they could add to the analysis. NM
- Neil also informed the group that LLMU was in the process of producing similar information on other groups, e.g. lone parents and ethnic minorities.
- c) CCP Annual Report – Jobs and Income section
- Chris Nicol explained to the group the work he was doing on the statistical side of the CCP Annual Report, a summary of which had been circulated. This has a focus on geographical areas which complements the work within JU4J on target groups. It was noted that a rise in youth unemployment had been recorded recently. The relationship between the Social Justice Milestones and the JU4J Evaluation indicators was queried. Chris suggested that the development of Community Planning might create an opportunity to align these more closely in the future.
- d) Report to Strategy Group on 28 October 2003
- Neil McGregor said that LLMU would circulate a report to the Strategy Group for group members consideration. Rather than repeat information given in the last report it would include highlights and try to respond to points made at the previous Strategy Group meeting; and it would incorporate the work on disabled people considered above. NM
- 5 Monitoring and Evaluation
- a) Data collection about beneficiaries
- The group considered what information about target groups would be needed for monitoring and evaluation. It also had view of a paper to be considered by the Academies Strategy Group on Academies monitoring. The view taken was that it should be possible to report on what proportion of beneficiaries getting support at any point in the Service Delivery Model fell into any of the target groups. Chris Nicol referred to work being done by CEC and SIPs on amalgamating SMARS reports and it was agreed to see if there is an overlap. CN
- b) Demand data
- The academies' contacts with employers were considered to be a useful source of qualitative information which can complement the statistical data which can be compiled by LLMU. It was agreed to raise this at the Academies Strategy Group and to put Neil in touch with the academies. SEE &L
- 6 Research
- a) Brief on Pattern of Provision
- Matthew Crighton spoke to a first draft of a brief for investigation of issues about patterns of provision, particularly pre-vocational provision, raised in the IDP and Strategy Group. It was agreed as the basis for a more detailed draft. It was felt that the investigation of the issue should be done from within partner organisations rather than by engaging a consultant. Chris Nicol referred to the pilot of Community Budgeting and suggested that this issue might be included within it. MC
CN

b) Updates from partners and 'Clearing House':

LLMU research programme:

Neil McGregor told the group that, as well as its regular output, the LLMU would be undertaking sector studies (possible construction and tourism) and looking at commuting patterns in the 2001 Census.

CCP:

Matthew Crighton informed the meeting about the following: Employability Survey; Wise Move employability capacity survey; EQUAL Access benefits advice research; EQUAL Access Local Labour Market briefs.

7 Date of next meeting: to be agreed

MC

TARGET GROUP CONSULTATIONS
REPORT 14 – 10 – 03

TARGET GROUP	PARTNER ORGS CONTACTED	OTHERS TO BE CONTACTED	PROGRESS SO FAR
Disabilities General:	Into Work;	JCP Disabilities Service	INTO Work is working on a response; LLMU work
Mental Illness:	Forth Sector; CEC Social Services	SAMH	None
Learning Difficulties:	Real Jobs; Enable; CEC Social Services		Proposed multi-agency meeting
Ethnic Minorities	Skillnet;	CRC	Skillnet have sent documents
Lone Parents	One Parent Families Scotland; JCP: NDLP		Response from JCP; N.B. new initiatives in Edinburgh
Ex-prisoners	APEX; SPS; CEC Social Work		Meeting at HMP arranged for 28 October.
Care Leavers	Project 20/20;	Youth SIP	20/20 working on it
Drug users	SDF;	EDAT; JCP Progress to Work	Reply by letter
Homeless	Wise Move;		To be discussed at Wise Move's Employability Forum