

## CAPITAL CITY PARTNERSHIP

## MINUTE OF MEETING

**Meeting of:** **JOINED UP FOR JOBS**  
**INFRASTRUCTURE DEVELOPMENT PROGRAMME PANEL**

**Held at:** SEEL, Apex House, Haymarket Terrace, Edinburgh

**Date:** **1 February 2007**

**Present:** Ken Shaw (Chair) City of Edinburgh Council  
Matthew Crighton Capital City Partnership  
Alistair McInnes Jobcentre Plus  
Cora Macfarlane Scottish Enterprise Edinburgh & Lothian

Action

1 Minutes of the meeting on 29 November 2006

The minutes of the meeting on 29 November 2006 were agreed as a correct record.

2 Matters Arising/Project Updates

Waterfront Recruitment Centre (WRC)

**It was agreed to homologate the decision reached by exchange of e-mails that the release of the allocation to Year 2 of the WRC be agreed.** Matthew Crighton referred to the view which he had expressed that insufficient information had been provided in the Year 1 report, in particular about the proportion of the people helped into work who are resident in the North Edinburgh area; the number of vacancies filled which were with employers in the Waterfront; and the sectoral and size breakdown of the employers assisted. **It was agreed that it was reasonable to expect this information and that the IDP expected to see this both in management reports and in the evaluation.** Ken Shaw and would pass this on to WRC and Cora Macfarlane to the evaluators

KS  
CM

Cora Macfarlane informed the meeting that the WRC Steering Group intended to meet at the end of March to consider the evaluation being undertaken by SQW. It plans to present the findings to a meeting of funders in early April. Ken Shaw asked when it would be possible to see a draft of the evaluation. Cora said it was expected that it would be completed by 23 March.

In reply to a query Cora explained that the evaluation was being paid from the money allocated by SEEL to WRC in 2005, which had been set aside for this purpose. Matthew Crighton suggested that this could be recorded as IDP expenditure alongside SEEL's payments to WRC.

Employability Case Management for Prison-leavers

Matthew Crighton reported on the progress being made by the CORE partnership on this. He informed the meeting that the Scottish Executive (Workforce Plus section) had agreed to give £10,000 to the project in order to enable additional employer engagement and capacity-building work. It was agreed that this should be recorded in the IDP budget. In addition the Justice Department of the Scottish Executive had offered in principle to contribute £10,000 to evaluation; an evaluation brief was in draft and would sent to the Justice Department when agreed by the CORE steering group. **Matthew Crighton agreed to circulate the brief to IDP members.**

MC

### Primary Intermediary Model

Ken Shaw referred to the draft final report of this project, which had been circulated, and suggested that consideration be given to whether and how this work could be taken forward. Alister said that he thought that he recommendations were weak; Matthew queried what was the conclusion about the value of the Primary Intermediary Model. **It was agreed that Ken Shaw would ask Into Work to prepare a summary paper of key issues and recommendations for consideration within the context of the Cities Strategy Pathfinder.** He also proposed consultation relevant partners of any actions which might be taken forward. KS

### Front-line Staff Development

Ken Shaw said that he understood that Potential Developments had signed up a number of intermediaries for this programme. It was reported that some may have difficulty with the financial contribution required. **The IDP confirmed that the requirement for a minimum contribution of £200 should remain in place.**

### ICT for JU4J

Matthew Crighton reported that there was agreement with the chosen contractor, Meganexus, that there would be a two-stage contract. The first stage will involve their working up a detailed functional specification in consultation with CCP and the intermediaries which it funds; and a pilot based on Get On and CORE. The second phase will follow on from agreement of the functional specification. It was confirmed that the full allocation of £80,000 would be needed in order to support implementation with a dedicated support post in at least the first year of operation.

### 3 Budget Update

It was noted that the budget was fully allocated and agreed that any underspends would be monitored. No progress had been made on the Quality Assurance proposal and it was confirmed that this is on hold pending further development of the Cities Strategy Pathfinder and requirements in this area which may arise from that.

### 4 Forward Plan

The proposal of Jim Rafferty's that the use of CCP's budget allocation for IDP in 2007-08 be considered alongside other funds like the Deprived Areas Fund was noted. The option of an application to the CEC Social Justice Fund for specific projects was also noted.

### 5 Dates of Future Meeting

10.00 am Thursday 29 March 2007.