

## CAPITAL CITY PARTNERSHIP

## MINUTE OF MEETING

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

**Held at:** Capital City Partnership, The Canon Mill, Edinburgh

**Date:** **10 February 2006**

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

1 Minutes of the meetings on 22 November Action

The minutes of the meetings on 22 November 2005 were agreed as a correct record.

2 Project Updates

Primary Intermediary Model

Ken Shaw reported that an interim report was now available. **It was agreed that this should be circulated.** KS

Employability for Prison-leavers

Matthew Crighton reported that this project was now complete. The JU4J Strategy Group had responded to the recommendations and once the new steering group had been set up there would be a launch. The report and the Executive Summary were being printed and would be distributed at or prior to that launch. The first action being implemented is a visit to the Northeast of England to hear and see the developments there in this field. **The contractor was being paid from the IDP for an extra two days work for setting this up, as agreed by e-mail by Panel members.** MC

Waterfront Recruitment Centre (WRC)

Cora Macfarlane reported that the Manager's post had not been filled despite offers having been made to two candidates. It is being re-advertised and the Construction Academy (CEC) is providing some staff time to attend to some of the Manager's functions in the meantime. Matthew Crighton pointed out that the implementation of many of the conditions of ICP funding had been left until the appointment of the Manager so the delay is of some concern; and that it was important that the actions arising from them are included in the forward plan for the Centre. It was noted that because of the delay there would be an underspend in the first year of operations.

I.C.T. Policy Roll-out

Matthew Crighton reported that the specification had been sent out to six companies with a tender date of 20 February. Tenders would be assessed first on quality and capacity to deliver against the specification; and then on price. Staff of the intermediaries would be involved as appropriate in evaluating the solutions offered. **Ken Shaw said that Brian Robertson should be involved on behalf of the Council.** KS

3 Budget Update

Matthew spoke to the spreadsheet which had been circulated earlier, which showed that expenditure was complete on all projects except those mentioned above. There had been underspend of £5061 on the Employer Outreach Pilot which was balanced by the need to pay VAT on the Baseline Study. Having received £60,000 in this financial year from both CCP and the Social Justice Fund of CEC, there remained an unallocated balance of approximately £100,000; but a provisional allocation of £41,311 in respect of year two of the WRC had been agreed.

Ken Shaw informed the meeting that the CEC Social Justice Fund could only fund the same project for three years and that therefore a further application next year would not be possible. However it would be possible to apply for individual employment-related projects which might otherwise have been funded by the IDP. Matthew Crighton reported that the CCP was in principle willing to continue to fund infrastructure-related projects in the coming financial year, on the same or similar basis of joint funding by partners. Cora Macfarlane reported that SEEL no longer had flexibility to allocate employment-related funding which was not tied to Training for Work; and that their ability to fund the WRC was because this was a commitment made before these new rules were introduced.

#### 4 Forward Plan

Matthew spoke to a paper drafted in discussion with Ken. It set out projects which might be part of the workplan and those which were not yet at a stage at which they could be considered for funding – Transitional Work-based Programmes and Responding to Employer Demand. In addition it was noted that there were two proposals received in 2005 on which a decision had not yet been made; and that a proposal had been received from the Edinburgh Retail Academy. It was agreed to consider these alongside the former group.

##### Waterfront Recruitment Centre

It was noted that the provisional allocation was dependent on a report on the first year and the response to the conditions of IDP funding. It was also agreed that any underspend in the first year would not be rolled forward but added to the current fund and made available to other projects.

##### ICT for JU4J

Matthew said that following discussions he was not confident that the service sought under this project would be possible within the current allocation. He therefore suggested **the provisional allocation of an extra £20,000, to be called on if needed following consideration of the tenders, the outcome of which would anyway be referred back to the IDP. This was agreed.**

##### Quality Assurance

Ken Shaw spoke to a paper entitled Evaluation of QA and Scorecard systems for Employment Intermediaries, which he had started in the form of a draft brief. The discussion clarified that among the reasons why this might be needed were: to complement target-driven contracts which can promote competitive rather than co-operative modes of working; to promote good quality project management in lines with the purposes of JU4J rather than just those of funding streams; to help roll-out specific items of good practice which it would be was not able to add conditions to standard SE contracts; and Alister added that he thought that this was also the case for JCP. There was some discussion of the relation to existing systems (e.g. SQMS) and whether the brief should ask for a report on an investigation or presentation of a solution. **It was agreed that Ken should continue to develop the draft and that provisionally £15,000 could be allocated to this. All Panel members to send Ken comments.**

KS  
ALL

### Employability Case Management for Prison-leavers

Matthew presented an outline of a case management system to support prison-leavers on the path to employment. This derived from discussions with SACRO and others about how to implement the recommendations of the report mentioned above and was intended to put in place a system which would be able to be continued and maintained by participating organisations on completion of the initial contract. **It was agreed that Matthew should work up a specification and that £30,000 could be allocated to this provisionally. It was agreed that West Edinburgh Action, which had made a proposal in this area in 2005, be one of the organisations invited to tender.** MC

### Personal Adviser Training

This proposal had been submitted by Potential Developments in 2005 and consideration had been deferred pending the findings and recommendations of the Baseline Study and the Equal Opportunities and TNA study. Ken Shaw reported that the proposal had been developed since submission and there was evidence of demand from network providers. **It was agreed to request a revised proposal containing this information and to provisionally allocate £10,000 for this.** KS

### Young Persons Learning Centre

This proposal from the Edinburgh Retail Academy requested £16,750 for equipping a Young Persons Learning Centre in Liberton which also had been offered £13,000 from the South Edinburgh Partnership on condition of finding additional funding. Cora Macfarlane queried the number of Get Ready For Work places which ERA anticipated and a number of questions were asked about the proposal: did it depend on having 120 GFW places (which Cora doubted would be available to ERA)? Would any other organisations be able to use the facilities? Why is it located in Liberton? **It was agreed to seek answers to these questions before determining the IDP response.** MC

### Workplan

It was agreed that the workplan would be made up of these items. If, following the further development agreed at this meeting, they all proceeded and the anticipated costs exceeded the funds available, all except the WRC would be scaled down pro rata.

### Possible applications for further funding

#### Transitional Work-based Programmes

Alister McInnes presented a paper which he had drafted to look at how to respond to the identification in the Baseline Study that there was a gap in provision in Edinburgh, between the initial engagement with the employability process and being job-ready to the extent that individuals could be referred to employers or benefit from programmes like New Deal options or TfW. The gap is for regular structured programmes which simulate work and the disciplines needed to stay in a job (attendance, co-operating with supervisors and colleagues, personal hygiene etc.).

Alister pointed out that this kind of provision could be expensive and that although they should be employer-led they could impose substantial burdens on employers. In light of these it was agreed that in the Edinburgh circumstances there would need to be reliance on other ways of giving this structure and that volunteering can offer this if structured around an employability agenda. In addition it was agreed to consider how FE courses can be used for this purpose and the additional requirements which there might be on providers to ensure that at the end of courses disadvantaged trainees are supported onwards into work. **It was agreed to contact the DELIVER**

**project to discuss this.** Cora suggested that the wider use of good practice already found in some Get Ready for Work programmes would help. **It was agreed to continue to develop these options and also to investigate whether a proposal along these lines would also be eligible for NOF funding.**

AM

Responding to Employer Demand.

No further development work had been done on this recommendation from the Baseline Study.

5 Dates of Future Meeting

It was agreed that the next meeting would be held on 22 March 2006