

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: **22 November 2005**

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

Action

1 Minutes of the meetings on 24 October 2005: and Matters Arising

The minutes of the meetings on 24 October 2005 were agreed as a correct record. The following matters arising were noted:

Waterfront Recruitment Centre

Sally McGreevy tabled a report on the Waterfront Recruitment Centre, which included a response to the conditions of funding set by the IDP. It was noted that the elaboration of targets was a task for the WRC Manager when appointed. In addition it was agreed that the issue of whether and when a WRC website would be needed would be re-visited after the appointment.

I.C.T. Policy Roll-out

Matthew Crighton reported that a meeting about the draft specification had been arranged with the four area-based intermediaries.

Primary Intermediary Model

Ken Shaw reported that he had received an interim report from Into Work on this project. It was looking at the capacity for the needs of disabled client groups and the demand-led agenda to be linked.

Matthew Crighton commented that at some point the project should connect to the approaches being developed by JCP to the IB client group, e.g. under Pathways to Work and via the IB Innovations Unit, and to engagement of health services with the employability agenda. Ken said that the priority at this stage was to secure buy-in from disability organisations and it was agreed that these connections would be sought by the end of the project. Ken Shaw agreed to pass this on to Into Work

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2 Progress Report

Matthew spoke to the spreadsheet which had been circulated. This indicated that there remained approximately £64,000 from this year's income to be allocated. It was noted that there were a number of proposals for funding which were outstanding. These were considered under the next item.

3 Forward Plan

The meeting considered a paper from Ken Shaw which listed Development Themes derived from the Baseline Study, and examined their applicability to the IDP; and a summary of points arising from the Strategy Development Options Exercise so far prepared by Matthew Crighton.

The meeting discussed how it could structure a programme in response to these,

and noted that there were a number which were already being addressed, or could potentially be addressed by other funding schemes; or which were not amenable to funding via the IDP.

It was further noted that quite a few of the items in Ken's list, under the headings of Developing the Performance of the Network and Building Support for Priority Client Groups concerned how to maximise the effectiveness of providers, separately and collectively. The uses of a self-assessment scorecard, quality assurance system or a JU4J Charter; or a combination of these, were considered. Proposal for PA training also could contribute to this overall purpose.

The Baseline Study had suggested that there were some significant gaps in the pattern of provision – e.g. insufficient Supported Employment places and absence of transitional work-based programmes. The latter phrase was taken to cover programmes which were for those people, probably not on JSA, who were not ready for New Deal or Training for Work but needed a structured programme to help them get into the habits of work and learning. While the IDP could not provide funding to fill these gaps, where a number of options might be worth exploring it could pay for such an investigation, however.

In addition there were a set of issues related to responding to employer needs. It was noted that there were already a number of suggestions for development of additional employment academies or academy services; but that also the question of linking to employers not covered by the academies had been raised.

Lastly it was noted that ongoing or completed projects may give rise to further, follow-on proposals. One is the second year of the WRC; another might be the implementation of recommendations from the prison-leavers report (to which one of the two proposals already received also relates).

In light of these discussions, it was agreed that the revised Work Plan could include the following items:

1. Quality Assurance/Self-assessment scorecard; PA training
2. Waterfront Recruitment Centre Year 2
3. Prison-leavers – implementation of case management approach
4. Academy development and responding to employer demand
5. Scoping of options for transitional work-based programmes

It was agreed that this list was not a programme for implementation but rather that these items are included at this stage as options to be considered. For each specific justification would be needed. For items 1 3 and 5 the IDP would have to commission projects and the first step would be to prepare a specification of what might be wanted. Ken Shaw agreed to work-up a proposal for item 1; Matthew Crighton would develop a proposal, if necessary, from the prison-leaver report; and Alister McInnes agreed to draft an outline of what the partners might be seeking in terms of increase transitional work-based programmes.

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It was agreed that the next meeting would consider these items in detail with a view of allocation of funding and commissioning, up to the value of £64,000, in the current financial year.

4 Dates of Future Meeting

It was agreed that the next meeting would be held on 24 January 2006