

CAPITAL CITY PARTNERSHIP

MINUTE OF MEETING

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

Held at: CEC Economic Development, Cockburn St, Edinburgh

Date: **24 May 2006**

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

Action

1 Minutes of the meetings on 10 February 2006 and matters arising

The minutes of the meetings on 10 February 2006 were agreed as a correct record. Matters arising relating to funded projects are noted below.

Transitional Work-based Programme

Alister McInnes said that he had continued to look at the options and had ascertained that there could be a role for improved co-ordination of volunteering opportunities, working with the Volunteer Centre. He had not proceeded with discussions further in the absence of any funding available to offer; there might be capacity issues if JU4J sought to increase the referrals to this organisation without any additional resources. In relation to the role of Further Education, he said that in the first place a specification of what was needed would be useful. Mathew Crighton said this needed to be seen in the context of the forthcoming bid to the DWP City Strategy programme, and briefed the meeting on this. It was noted that DELIVER was already working on the issues of employability in the FE sector.

2 Project Updates

Primary Intermediary Model

It was noted that an interim report had not been circulated and that the final report would soon be ready. Depending on its content it could be reported to the Strategy Group. KS

Waterfront Recruitment Centre (WRC)

It was noted that implementation of many of the conditions of ICP funding was still outstanding and that it would not be possible to consider the second year of funding until they had been addressed satisfactorily. **It was agreed to request a report on this by the end of June; and that the performance reports to be given to the WRC Strategic Group on 26 May should be circulated to the IDP** CM

I.C.T. Policy Roll-out

Matthew Crighton reported that from the four tenders received, two had been selected for more detailed consideration and there would be a presentation by one on 7 June. The process would involve testing whether both could in fact deliver against the specification; feedback from selected intermediary staff on useability and suitability; and more detailed costings. It was noted that all of the four would require ongoing JU4J staffing support and all but one would require payment of annual licenses, both by CCP and by user organisations. These should be included in the

expenditure budget for the first year or two but after that the license costs would have to be met within each organisations budgets. An assessment of these issues would be included in the report to IDP on the recommended outcome of the process. MC

Young Person's Learning Centre (ERA)

The decision taken by e-mail to support this proposal with an allocation of £16,750 was homologated. Matthew reported that he had exchanged a draft contract with ERA and had approved an initial payment based on invoices presented. **It was agreed that the draft contract should be circulated.** MC

Prison Leavers – Employability Case Management

Matthew Crighton reported that the brief for this was nearly complete following a first meeting of the Steering Group. Alister reported that it had been discussed and agreed by JCP. There was a discussion of the best way to tender this, because a process of circulating it to all interested organisations and asking for their bids would probably set up tensions and secrecy between the organisations amongst which the intention was to foster co-operation. **It was agreed that the brief would be amended to make it clear that it could not fund additional service provision and that it had to be assumed that all service providers would be expected to and be willing to participate in the system when established; and that a presentation would be arranged to which all organisations would be invited at the start of the tender process.** MC

3 Proposals For Decision

Frontline Staff Development Programme

Ken Shaw spoke to a draft contract for this proposal from Potential Developments and a document which reported that up to ten provider organisations had agreed to take part in it. Members of the IDP asked for more background information on how this had developed from the original proposal for staff training to one which now embraced plans to establish a model of best practice and developing the joined-up approach. Ken agreed to circulate these. Cora Macfarlane queried the intention to 'develop' a set of tools, assessment and measurement standards when a number of these already existed. Matthew asked about the process of establishing best practice which would involve the course participants making an input rather than just receiving training; and what might be the ways in which it would contribute to joined-up working. He wondered if it could help give clarity to the various components of a case management practice. Alister commented that as a training programme it appeared to be skills-focused so how would it also generate commitment to joined-up working. **It was agreed that Ken should take these points on board in making amendments to the contract which should be circulated for approval. Subject to this process the Panel agreed to allocate £8488 to this proposal** KS

4 Budget Update

Matthew spoke to the spreadsheet which summarised expenditure, income and commitments. This showed that there had been some overspend on the Baseline Study due to liability for VAT but that this was balanced by underspend on the Employer Outreach Pilot. Taking into account the provisional allocation to the WRC Year 2 and the allocation agreed to the Frontline Staff Development Programme, a small balance remained which may be added to if there is a significant underspend by WRC in Year 1. This may be allocated to the remaining proposals which had been agreed in principle, following consideration by the IDP at future meetings. It was noted that the potential for developing additional activities, matching the £60,000 allocated in the CCP budget with a Social Justice Fund application, would be considered within the process of preparing a City Strategy bid.

5 Dates of Future Meeting

It was agreed that the next meeting would be held on 18 July 2006