

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: **24 October 2005**

Present:

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

Apologies Bill Wilson Jobcentre Plus

Action

1 Minutes of the meetings on 25 May and 10 June 2005; and Matters Arising

The minutes of the meetings on 25 May and 10 June 2005 were agreed as correct records.

ERA :

it was noted that the final payment had been made to the Edinburgh Retail Academy for their report on Funding and Sustaining the Academies

Outstanding Business

It was noted that there were two proposals on which a decision had not yet been made, from West Edinburgh Action and Potential Development. The IDP was still awaiting reports on Employability Services for Prison-leavers and Equal Opportunities Monitoring and Training Needs, which would inform decisions on these proposals. Matthew Crighton reported that they were currently in draft form and would be circulated to the Panel when finished. MC

Waterfront Recruitment Centre

Sally McGreevy gave an update on the development of the Waterfront Recruitment Centre. It was noted that to fulfil the requirements of the decisions of the meeting on 10 June, a report was needed on the response to the points noted in the minute. SM

2 Roll-out of ICT Policy

Matthew Crighton presented proposals for the application of the sum of £60,000 allocated in principle to this purpose. These were set out in the paper entitled ICT for Joined Up For Jobs, supported by the ICT specification for CCP Jobs Strategy and the JU4J Monitoring and Evaluation Framework.

Sally McGreevy raised a number of concerns about these proposals. Matthew explained that the proposal is for CCP to pilot the approach described in the documents, on the foundation of its funding relations with a specified number of intermediaries. This would therefore not have direct implications for the other key partners unless they choose to opt into it. A number of Sally's concerns were about the implications of the application of this approach across the whole of the JU4J network, which was not proposed at this stage. Matthew also clarified that no assumption was being made about the form of the software solution to the specification – i.e. whether a common database is required. The purpose of the specification is to seek a number of responses and make a judgement about them.

Alastair McInnes asked for clarification about the process envisaged. Mathew replied

that firstly there would be consultation with the organisations affected, in order to finalise the specifications. Then a number of potential contractors would be asked to submit proposals. These will be assessed in the first instance on fitness for purpose and a quality threshold, with a view to agreeing on the technical solution favoured. Then the cost and feasibility of the proposals would be considered. The recommended solution would be referred to the IDP for ratification before committing any of the £60,000. MC

It was noted that following the clarification described above some of SEEL's comments did not apply to the current proposal so Sally McGreevy was not able to give her endorsement at this stage; The proposal was agreed in principle and it was also agreed that Panel members could make further comments up to the date of 31 October.

3 Progress Report

Matthew spoke to the spreadsheet which had been circulated. This showed that the projects to which funds had been allocated but which had not yet been completed were the Employability Services for Prison-leavers, the Waterfront Recruitment Centre and the Key Intermediary (Into Work); and that all the available funds had been allocated.

4 Forward Plan – Applications to Social Justice fund

The application submitted by CCP for £60,000 from the City of Edinburgh Council's Social Justice Fund in the current financial year was endorsed. It was agreed that the Workplan should be updated in light of the Baseline Study report and related strategy development plans. The next meeting would consider this. MC/KS

5 Dates of Future Meeting

It was agreed that the next meeting would be held on 22 November 2005. MC