

## CAPITAL CITY PARTNERSHIP

## MINUTE OF MEETING

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

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

**Date:** **28 October 2004**

**Present:** Pam Turnbull (Chair) City of Edinburgh Council  
Matthew Crighton Capital City Partnership  
Bill Wilson JobCentre Plus  
Sally McGreevy Scottish Enterprise Edinburgh & Lothian

1 1.1 Minutes of the meeting on 6 August 2004 (paper circulated) Action

The minutes of the meeting on 6 August 2004 were considered to be a correct record.

1.2 Matter Arising from the Minutes

Bill Wilson said that one of his staff would investigate the Worktrain database as a potential link and service for the website. BW

2 Report on expenditure and outcomes

Matthew Crighton spoke to two papers on 1. the allocations made by the Panel and the expenditure incurred within the last financial year and 2. the outcomes and achievements of projects. These had been submitted to the City of Edinburgh Council in order to report to the Social Justice Fund which is the source of the Council's contribution. It was noted that the first year's allocations to the IDP had been fully allocated; that some projects had completed, and that others were still being delivered. **It was agreed that for the next meeting an up-to-date account of outcomes would be prepared.** MC/KS

3 Second Application to CEC Social Justice Fund and Forward Planning

Matthew Crighton presented a draft application to the Social Justice Fund for a grant of £60,000 in this financial year. This outlined likely areas of expenditure:

1. Getting provision and providers joined-up
2. Helping during the transition from benefits to work; and with staying in work
3. Creating pathways for target groups

and included examples of possible projects, e.g. implementation of an ICT policy. It was considered that there should be reference to the contribution of Jobcentre Plus; and to retention of employees by employers. With these amendments the document was agreed.

**It was agreed that the next meeting would need to consider an implementation plan drafted around these themes.** MC/all

4 Project Submissions

4.1 Intowork- Primary intermediary model.

On consideration of the draft contract, **it was agreed that there should be the following additions: that the model should show how intermediaries can work alongside the development of JCP services for IB claimants; and that it should** CEC/

	<b>link where appropriate to other IDP-funded projects</b> , for example employer outreach by Nisus Scotland. Bill Wilson agreed to pass on contact names of JCP staff.	CCP
4.2	<u>South St Andrew Street Training Centre</u>	
	Sally McGreevy reported that the fourth floor at the Jobcentre at South St. Andrew Street was not now available but that an option remained for the 5 <sup>th</sup> floor conference room to be used for academy training purposes. <b>It was agreed to ask the academies to say what take-up of this option there might be if it was made available.</b>	SM
4.3	<u>Website: Directory of Employment Access Services</u>	
	Matthew Crighton reported that although there had been further discussions there had been no real progress since the last meeting. This was, he considered, because of uncertainty about the use and design of the Directory. <b>It was agreed that the best way forward would be to make a start with a simple design which could be extended and developed as evidence about its use and usefulness is produced; that a brief would be circulated for comment and suggestions of possible contractors, with a view to the tender process being in play by the end of November; and that the tender would give the option of pitching for either or both of the elements (website and directory).</b>	KS/MC
4.4	<u>ICT Pilot</u>	
	It was reported that a draft evaluation report had been written and the Powerpoint slides prepared for a presentation on this were handed out.	
4.5	<u>Edinburgh Retail Academy (ERA)</u>	
	The ERA had responded to the offer by identifying the approaches to winning and recording employer contributions; and had requested that actual amounts were confidential between IDP and ERA. On this basis <b>it was agreed to proceed with the project. The payment schedule would be 50% in advance with subsequent payments being made to match evidence of employer contributions, once contributions had been evidenced to match the 50%.</b>	CCP/ CEC
4.6	<u>Employer Outreach (Nisus Scotland)</u>	
	Concern was expressed about whether sufficient progress had been made on the JU4J element of this project.	
5	<u>Date of Next Meeting</u>	
	<b>10.00 Wednesday 8th December, Capital City Partnership</b>	MC