

## 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:** **29 November 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

The minutes of the meeting on 10 February 2006 were agreed as a correct record.

2 Project Updates

Primary Intermediary Model

Ken Shaw reported that an interim report had been circulated. Matthew Crighton pointed out that it did not offer an answer to the questions of whether the Primary Intermediary Model should be applied in the disability sector and whether the disability organisations would support this. He suggested that a job brokerage model might be useful. **It was agreed that Ken would press Into Work for a final report which addresses these questions.** KS

Employability Case Management for Prison-leavers

Matthew Crighton reported that the specification for this had been agreed by a Steering Group of stakeholder organisations. The contract had been let to the CORE consortium led by Four Square and was underway. He reported that the Scottish Executive (ETLL) may offer £10,000 funding to boost the capacity-building and employer engagement elements of the contract; and that Scottish Executive (Justice Department) may offer £10,000 to support evaluation. **It was agreed that if the applications for these were not successful, in principle the Panel could allocate additional sums to ensure that the budget is sufficient.** MC

Waterfront Recruitment Centre (WRC)

Matthew Crighton updated the meeting on the basis of progress reports to the Steering Group. He said that there had been some responses made to the IDP requirements about impact for JU4J and target groups; that though there had been meetings with developers there was not yet any clarity about their additional contributions; and that he had no information about the exit strategy. He also said that he had asked for a Year One Report and a forward plan for Year Two, which would accompany a request for the funding provisionally allocated by IDP for Year 2, but had not received them. It was noted that neither SEEL nor IDP would have any funds for continuation into Year Three. **It was agreed that WRC would be urgently requested to deliver these things; that the allocation would be preserved until the end of December; after which, if not received, the sum would be re-allocated by IDP. It was also confirmed that there underspend from Year 1 could not be carried forward by WRC; and that the invoice for costs incurred in Year 2 could not be paid until Year 2 funding had been agreed. Cora would urgently contact Jackie MacMillan and Jim Galloway about this.** CM

### I.C.T. for JU4J Roll-out

Matthew Crighton summarised the progress on the tendering and negotiation of a contract, referring to the paper which had been circulated. **It was agreed to release the funding allocated to this project to allow CCP to agree a detailed specification and appropriate price for the contract. It was also agreed that a contribution to the costs of a system administrator and other local support could be met from within the total allocated.** Matthew said that he would explore whether the Cities Strategy Pathfinder seedcorn budget could also support these functions. MC

### ERA Young Persons Centre

It was noted that ERA had ceased trading and that therefore the outcomes expected from this project would not be achieved. CCP's contract with ERA had stipulated that in these circumstances equipment bought with the grant would revert to CCP and a letter about this had been sent to the administrator.

### Front-line Staff Development

Ken Shaw said that he understood that the draft contract was ready for signature but would check whether anything remained to be clarified. **It was agreed to offer the funding and contract to Potential Developments with a deadline of the end of January 2007 for the establishment of a viable programme agreed with the participating intermediaries. If the deadline is not met the offer will be withdrawn.** KS

### Quality Assurance

No progress had been made on drafting a specification for this. It was agreed to put this on hold pending further development of the Cities Strategy Pathfinder and requirements in this area which may arise from that.

### 3 Report on 2005/06 and Budget Update

With a number of corrections suggested by Cora Macfarlane the report which had been submitted to the City of Edinburgh Council (Social Justice Fund) was endorsed. It was noted that budget had been fully allocated at the previous meeting and agreed that any underspends could in principle be available to the Employability Case Management project if necessary.

### 4 Forward Plan

It was noted that the three-year funding available from the CEC Social Justice Fund had come to an end. 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.

### 5 Dates of Future Meeting

10.00 am Thursday 1 February 2007, at SEEL