

CAPITAL CITY PARTNERSHIP

MINUTE OF MEETING

Meeting of: **JOBS STRATEGY GROUP**

Held at: Capital City Partnership offices, 1 Canon Street, Canonmills, Edinburgh

Date: **Wednesday 6 February 2008**

Present:	David Metcalfe	Chair
	Jim Rafferty	Capital City Partnership
	Matthew Crighton	Capital City Partnership
	Ken Shaw	City of Edinburgh Council
	Bill Wilson	Jobcentre Plus
	Ray Harris	Lothian College Principal's Group
	Pat Thomson	Careers Scotland
	Linda McPherson	Scottish Enterprise Edinburgh & Lothian
	Roger Horam	Edinburgh Chamber of Commerce

Apologies:	Paul Gierthy	Careers Scotland
	Kenneth Wardrop	City of Edinburgh Council

Action

1 **Minutes of the meeting on 5 December 2007; and matters arising**

These minutes were agreed as a correct record and the following matters arising were discussed:

1.1 Working Towards Health

Matthew Crighton reported that CCP had received information that the outcomes of this programme were 68 job entries from 814 referrals and 382 starts. Bill Wilson said that in his views there had been a number of problems with this programme.

1.2 JCP Geographical Information System

It was noted that JCP staff still do not have access to their GIS system because of anxieties about data-sharing, no further progress could be made on sharing information.

1.3 Local Employment Partnerships (LEP)

Bill Wilson reported that 68 people had attended an information meeting about Local Employment Partnerships on 30 January. All of the employers there had agreed to further discussions about joining the LEP.

1.4 Finance and Resource Planning

The tenders for the Area Focus Pilot were to be assessed later that week; the contract with the High Support Needs Consortium had been agreed on the basis of its targets

1.5 Craigmillar Regeneration

Jim Rafferty was continuing to find a date for a presentation from EDI about this.

JR

1.6 Employment at City of Edinburgh Council

David Metcalfe asked Ken Shaw if he could identify the impact for the strategy of the likelihood of job losses at the City of Edinburgh Council. Ken said that a recruitment freeze would clearly reduce chances of employment for graduates of employment programmes but that the Council continued to work on increasing the number of pre-

employment placement opportunities. Bill Wilson said that the Council was in discussions about the LEP.

1.7 Key Messages from Cities Strategy Pathfinders

Bill Wilson referred to the discussion of Key Messages from Cities Strategy Pathfinders at the previous meeting, in which he had said that there were parts of the paper circulated which he could not sign up to. It was agreed to amend the minutes to read "Bill Wilson said that there were parts of this he could not sign up to and that he understood that Linda McPherson was of the same view". Matthew Crighton reported that the Pathfinders are making progress in identifying the key messages which they are addressing to DWP but that the document in question had probably been superseded.

2 Updates from partners

2.1 FE Colleges

Ray Harris reported that the Academy at St James Shopping was nearly ready to open; it had been operating as a virtual academy to date; and that Telford College was going to close its Learning Centre in Muirhouse. He also said that in response to stimulus from the Funding Council the general FE colleges in Lothian plus QMC and Napier Universities were meeting to find opportunities for greater collaboration, for example on shared services.

2.2 City of Edinburgh Council

Ken Shaw reported that

1. the Council had appointed a new Director of City Development who, coming from SEEL, had an economic development background; and a new Head of Service for Economic Development.
2. Terms of Reference had been drafted for the internal working group on the Jobs Strategy
3. CEC staff are working on negotiating the terms of the new Single Outcomes Agreement; Jim Rafferty added that CCP was making input to this on the definition of outcomes and targets relevant to regeneration and employment.

2.3 Jobcentre Plus

a) Pathways to Work

Of the six contracts held by Work Directions he understood that the one in Edinburgh had the best results so far.

b) New Deal for Lone Parents

As an extension of the Pilot in the District some of the options under NDLP will be extended to couple parents on benefits

2.4 Careers Scotland

Pat Thomson said that since the last meeting the results of the latest School Leavers Destination Survey had been published. Matthew Crighton asked for information about the relevance of the Guidance Access Points to the Jobs Strategy and Pat said that she would ask her colleague Donald Lumsden to contact him about this.

PT

2.5 Capital City Partnership

Jim Rafferty reported that the settlement of the Fairer Scotland Fund for Edinburgh was £7.7m in the first of the coming three financial years, decreasing slightly over that period. In addition £2.2m had been allocated to CCP but this was only for the coming financial

- year. Together this was a satisfactory outcome compared to the funding available this year. However because the funding under the New Futures Successor Fund had ceased and for other reasons the budget available to CCP in 2008-09 would in fact be £600,000 less than this year. Within the settlement given Jim advised that CCP would commit to maintain its main employment programme contracts and prioritise continued support for the Jobs Strategy staff team although it would require other partners' support to maintain this at the current level.
- 2.6

Scottish Enterprise Edinburgh and Lothian

Linda McPherson reported on the progress on creation of the organisational structures and the filling of key posts in Skills Development Scotland Ltd; and the new structures in Scottish Enterprise. In preparation for these changes SEEL had recorded all their existing contractual and non-contractual arrangements (e.g. participation in the JSG) in order to inform the new SDS management.

3 **Minutes of sub-groups and Partnership Forum**

3.1 The minutes of the following meetings were noted:

- a) Lead Officers' Group, 24 January 2008
- b) Finance and Resource Planning Group, 18 December 2007; 16 January 2008
- c) Employer Engagement Sub Group 29 January 2008 and Employer Advisory Group 22 January 2008
- d) Communications and Consultations Sub-group, 14 December 2007
- e) Targets and Evaluation Sub-group, 17 December 2007
- f) Joined Up For Jobs Partnership Forum, 6 December 2007

3.2 **Matter Arising**

Commenting on the minute of the Finance and Resource Planning Sub-group on 16 January 2008, Bill Wilson said that he had noted that the first item recorded that there had been no Declarations of Interest in the business of the meeting; and that he thought that this was odd since the meeting had considered the proposal to fund the Academy at St James Shopping in which the City of Edinburgh Council was a partner. Ken Shaw responded that he attended the FRP meetings with his remit for the Jobs Strategy and that he had no responsibility for the operational side of the Council's activities. In the discussion it was noted that the business of the FRP inevitably involved partners with funding streams and delivery responsibilities jointly considering decisions about the joint deployment of resources; that partners with a direct interest in projects were not involved in their scoring; and that the procedures relating to Declarations of Interest had been updated at the same meeting and it was agreed that they were adequate to deal with these circumstances.

4 **Progress and Issues Report**

4.1 David Metcalfe proposed a discussion to the following assessment of progress on the strategy from section 9 of the report in advance of the detail of the paper.

	Programme Element	Assessment of Progress	Comments
	Targets and Evaluation	Satisfactory	Targets agreed and being monitored; delay in evaluation process largely caused externally
	Finance and Resource Planning	Good	Governance agreed; some projects being implemented; others being developed. Delay in overall allocation linked to ESF/ERDF decision.
	Offer to Employers	Satisfactory	Good progress on the overall structure; need for agreement on how to implement this.
	Offer to Jobseekers	Slow	Many elements of this have been discussed but urgent need to pull this together and agree content and implementation
4.2	Greater Customer Reach	Satisfactory	Creation of an action plan for joint work with health is good progress which needs to be driven on to project implementation
	Management Information	Good	This had been initiated prior to the start of the Pathfinder
	Sustaining Employment	Poor	The reason for lack of progress may be the absence of any funding streams which bear directly on this
4.3	Communications	Satisfactory	The Launch and the creation of the Notice Board on the website are positive; the branding issues is still to be resolved

4.4 Bill Wilson said that the table did not look at outcomes of the strategy against targets which were more important than recording whether the partnership had done what it set out to do. Matthew Crighton replied that this question was considered by the Targets and Evaluation Sub-group and reported to the JSG under Labour Market reports; but that since the last meeting no new labour market data had become available so there was no such report on this agenda. Pat Thomson added that the FRP sub-group would be looking at the targets and outcomes of approved projects.

4.5 Roger Horam said that this was a view of progress at this point in time and it should be reviewed regularly. It was agreed that it was important to be able to show outcomes from actions taken by the partnership in terms of delivering people into jobs. David Metcalfe added that the further question is what gap this leaves between what the partnership wants to achieve and what it has done or plans to do. Matthew Crighton said that the Area Evaluation Adviser, Shared Intelligence, had created a 'theory of change' to underpin the evaluation of the Pathfinder which was designed for this purpose. David recalled seeing an overview which the West London Pathfinder had prepared and advised looking at it to see if it could be of benefit to Edinburgh.

4.6 As regards Finance and Resource Planning David Metcalfe said he thought progress was only satisfactory and that he was concerned about the spend of the Pathfinder Grant. Roger Horam said that he thought that progress was as good as it could be at this stage considering the dependence on external decisions and timetables, for example on ESF; and that arrangements were in place for moving forward rapidly when they are resolved. Jim Rafferty thought that it was important to increase the pace on proposals linking health and employability and said that CCP would be taking these forward.

4.7 Bill Wilson said that he thought that progress on Offer to Employers was slow rather than satisfactory and said he was still not sure what was to be achieved; and that ideas of a central information point were not yet clear. Matthew Crighton said that the assessment was based at the time of writing on the expectation that the Employer Engagement Sub-group on 29 January would have agreed a specification of the essential and desirable elements of the information hub which would underpin the agreed joint offer to employers; but that it in fact had not got this far. Roger said that it was important at this

- stage to consult with employers. Jim Rafferty said that it was important to move rapidly on delivering a common collective offer. CCP
- On the Offer to Jobseekers Matthew Crighton said that he intended that the Jobs Strategy Team would come up with some proposals on this in the coming week, which would include a description of what was offered and some ideas about quality assurance. Linda McPherson said that there were already many QA systems and a lot of information about what is on offer and where to go to find it. On Greater Customer Reach it was noted that it was hoped that the Action Plan would be finalised for approval by the next JSG meeting. CCP
- 4.8
- 4.9 There was discussion of the slow progress on Sustaining Employment David Metcalfe asked if there was a case for giving this enhance priority. It was agreed that it would not be possible to divert effort from other Programme Elements to this one but that what was already being done should continue. It was agreed to map what partners were doing; Bill Wilson said that aftercare was a component of the LEPs. On Communications it was agreed that the priority was to resolve the branding question. Bill Wilson said that any branding of materials for customers should take their responses into account. CCP, CEC
- It was agreed to consider a progress request in this form at each meeting; and to consider inviting sub-group leaders for this purpose.** The meeting then considered the issues presented in the Progress and Issues Report:
- Finance and Resource Planning issues
- 4.10 Academy @ St James Shopping
- Ray Harris declared an interest on behalf of ECCE in this matter. **The meeting agreed to allocate £19,000 of the Pathfinder Grant to this project, to be implemented by CEC as lead partner**
- Brighter Futures
- It was noted that the funding for this was coming from CEC's More Choices More Chances fund, not SEEL as stated in the report. **The meeting agreed to endorse this project.** All
- Targets and Evaluation CCP
- The meeting agreed the following recommendations:
1. **That partners commit to advising the TESG of programme outputs on a quarterly basis. All provision funded through CCP and CEC (Economic Development) and the Pathfinder grant will be required to report on the Job Strategy Monitoring and Evaluation framework. Other partners are requested to consider options for their providers to do so also.** All
- 4.11
2. **To agree to tendering a contract for the Process Tracking qualitative element of the evaluation based on the Theory of Change agreed by the TESG, to be funded through the Seedcorn budget and to not exceed a budget of £30,000.** CCP
- 4.12
3. **Partners agree to inform the TESG of any ongoing/upcoming evaluations of projects/interventions and report findings to the TESG to allow learning to be fed into the overall evaluation.** CCP
- Greater Customer Reach
- The meeting endorsed the draft objectives and remit of the Working Group on Linking Health, Social Care and Employment Services.**

Communications

The meeting agreed proposals for an event to follow-up the Launch, and to invite Stephen Timms MP, the new Minister of State. The event would feature the Offer to Employers and the Offer to Jobseekers; and as far as possible evidence of impact of the Pathfinder and outcomes from funded projects.

5 **Update from Cities Strategy Pathfinders meetings**

Matthew Crighton reported that recent discussions amongst the Pathfinders and with DWP had featured the DWP Commissioning Strategy, LEPs and employer engagement and enabling measures.

6 **Other Local Authorities**

Matthew Crighton reported on meetings with representatives of Midlothian, West Lothian and East Lothian Councils. Ray Harris asked for an assessment of any risks associated with the extension of the Pathfinder to cover some or all of these areas, as well as the benefits. Jim Rafferty said that a decision on any proposed extension would be made by the Jobs Strategy Group on conclusion of discussion with these Councils. Bill Wilson said it was important to be clear what was being said to West Lothian about the implications regarding management of DAF. **The meeting endorsed the approach set out in the report.**

7 **Programme Output Report**

There was brief consideration of the report circulated. Matthew Crighton pointed out that it had not yet been considered by the Targets and Evaluation Sub-group and it was agreed that the suggestions made in the report should be considered there prior to their being brought to the next meeting of the JSG

TESG

9 **Dates of Future Meetings:**

The meeting agreed to continue with a two-monthly schedule:

2 April 2008
4 June 2008
6 August 2008
8 October 2008
3 December 2008