

CAPITAL CITY PARTNERSHIP

MINUTE OF MEETING

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| Meeting of: | <u>JOINED UP FOR JOBS STRATEGY GROUP</u> | |
| Held at: | Capital City Partnership offices, 1 Canon Street, Canonmills, Edinburgh | |
| Date: | Wednesday 7 December 2005 | |
| Present: | Jim Rafferty (chair) Matthew Crighton Kenneth Wardrop Susie Corner Sally McGreevy Cora Macfarlane Ian Whitelaw Nick Fairweather Roger Horam. Christine Docherty | Capital City Partnership Capital City Partnership City of Edinburgh Council City of Edinburgh Council Scottish Enterprise Edinburgh & Lothian Scottish Enterprise Edinburgh & Lothian Jobcentre Plus Careers Scotland Edinburgh Chamber of Commerce NEAR |
| In attendance | John Mathieson Eddy Adams | Edinburgh Prison Consultant |
| Apologies: | Cllr. Ian Perry Paul Hambleton Ken Shaw Bill Wilson | City of Edinburgh Council City of Edinburgh Council City of Edinburgh Council Jobcentre Plus |

- 1 Minutes of the meeting of 7 September 2005 and Matters Arising Action

These minutes were agreed as a correct record. The following matters arising were considered:

Development of Jobcentre Plus

Ian Whitelaw reported the following:

- The BoND proposals are either being taken forward through a number of separate developments (e.g. development of the Personal Adviser role); or have been put on hold, so there will be no pilot in the Edinburgh, Lothian and Borders District.
- The JCP Operational Design Review had been completed, resulting in there being only one Senior Executive Officer for Edinburgh, Ann Scott.
- Staff currently at Argyle House will move to the new Leith JCP site by April 2006. Other closures will be complete by the end of March 2006.
- The roll-out to full JCP is continuing in Edinburgh, with the conversion of High Riggs to be complete by 18 January 2006.
- For contracts, JCP is moving to five Operational Procurement Units, one of which will be in Edinburgh, covering Scotland and the North of England. There is a move towards bigger, more streamlined contracts, covering all contracted services including those related to disabilities. There will still be a local contracts manager, however; Lindsay Geddes will have this role.

Jim Rafferty asked whether now there would be a period of stability for JCP. Ian answered that the next major change would be in the processing of benefits, with the introduction of Benefits Processing Centres. Matthew Crighton commented that the new contracting arrangements might make it harder to align New Deal delivery with priorities determined through Joined Up For Jobs, giving the example that Edinburgh-

based organisations like academies would be unlikely to win New Deal contracts. Ian thought that this might not be so, depending on the sub-contracting arrangements which could be made with the main contractor. He noted that the details were still to be worked out.

Working Together Conference

Jim Rafferty congratulated those involved in the organisation of the Working Together conference on 11 November, which was judged a success. He informed the meeting that Cllr Ian Perry had followed up the suggestion about City Employment Trusts made by a DWP speaker by writing to Margaret Hodge MP, Minister of State for Work and Pensions, inviting her to visit Edinburgh and learn about Joined Up For Jobs.

Waterfront Recruitment Centre

Sally McGreevy reported on the progress of the Waterfront Recruitment Centre. She said that recruitment of the manager was underway. It was noted that Sally was leaving SEEL and she was thanked for her contribution to the work of the Strategy Group.

Website and Directory

Matthew Crighton drew attention to the JU4J website and directory and asked that comments be sent using the feedback facility on the website.

1 Other Minutes and Matters Arising

The minutes of the meeting of the Infrastructure Development Programme Panel on 24 October and 22 November 2005 were endorsed. The following minutes were noted:

- a) Working Together Steering Group 26 October 2005.
- b) Evaluation Sub-group, 28 September and 30 November 2005
- c) Partnership Forum, 4 August 2005
- d) Academies Collective, 27 September and 29 November 2005
- e) Money Advice Pilot Steering Group, 6 October 2005

As matters arising from these minutes, it was reported that:

- The Working Together Steering Group would provide recommendations to the Strategy Group as part of its final report
- The Partnership Forum was reviewing its remit with a view to maximising participation
- The secretariat role for the Academies Collective had shifted from SEEL to CEC

It was noted that there had been meetings of the Partnership Forum on 6 October, the outcome, of which was notes on discussions of Strategy Development Priorities; and on 1 December, for which minutes were not yet available.

- f) Working Capital Editorial Group

It was noted that there had been a meeting of 24 November for which minutes were not yet available, and that it had changed its name to Communications Sub-group. It would have an overview of Working Capital, the website, and communications within JU4J.

2 Employability Services for Prison-leavers in Edinburgh

Eddy Adams gave a presentation about the work which he and David Smart had done on this subject. He commented that it had been a challenging piece of work, because the picture is complex, congested and changing; and the alignment of criminal justice

agendas and employability was still underway. He pointed out that of the five people on the commissioning group in the early summer, only two were still doing the same jobs now. He registered his surprise that no data were available about the proportion of prison-leavers which go into jobs or employment-related training on release.

Eddy also emphasised the opportunities presented by investment and change in Edinburgh Prison, its shift towards being a community prison, the co-ordination offered through JU4J, and the creation of Criminal Justice Authorities (CJAs). An important challenge is to create a coherent funding environment, in contrast to the current guddle which encourages opportunistic and piecemeal responses, and in which many agencies have some responsibility but no one has overall ownership. Lastly in his introduction he contrasted the developments in England with what he regarded as slower progress in Scotland. He then spoke to the recommendations in the report.

Jim Rafferty thanked Eddy and said he thought it was a good report. John Mathieson concurred. The discussion which followed touched on:

- The younger age group, which it was thought was harder to influence; and the weaker local links of Polmont Young Offenders Institute, which draws inmates from the whole of Scotland;
- The prospects of community-based approaches, drawing lessons from the Kent Face experience
- The role of the new Community Link Centre run by SACRO, and the question of the integration of employability within its services
- The scale of the task, underlining the need for 'segmentation'
- The capacity of the Community Integration Plan, completed before release, to act as a starting point for agencies outside the prison
- The need to offer support from the moment people leave prison

The meeting considered the recommendations and its decisions were as follows:

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| 1. The key partners with a stake in this client group establish a formal grouping to oversee the employability service offer for ex-prisoners in Edinburgh. Agreed; CCP to kick start this initially, with a final decision on lead partner role to follow later | CCP |
| 2. The local partners convene a high level event which highlights the issues arising from this study, particularly in relation to the interface between the Employability and Criminal Justice domains Agreed in principle. In light of the time needed to engage with the right people, this should be timed to coincide with the formal launch of the new key partners group. | CCP |
| 3. The partners establish a time limited pilot designed to improve linkages to employers in Edinburgh. Agreed in principle, noting the existing pilot with the construction academy and the potential role of other academies. | SPS? |
| 4. The partners adopt/promote an employability caseworker approach to the support of prisoners after liberation. Agreed in principle. The next step will be to explore how this might be implemented in co-operation with the Community Link Centre, other providers and organisations working in disadvantaged communities to which many prisoners return on release. | CCP? |
| 5. Careers Scotland should be approached with a commission to deliver a series of Worknet courses in Polmont Prison. Careers Scotland to explore the feasibility of this. | CS |
| 6. Partners undertake a study visit to one of the English pilot regions. Agreed in principle. Eddy Adams was asked to investigate the options for a visit to the North East of England. | EA |

In addition, Eddy was asked to add another recommendation regarding the need to

segment the prison-leaver population in order to differentiate between those with the best and worst chances of getting into work. EA

It was agreed to circulate the report widely. CCP

3 Strategy and Policy Development

Matthew Crichton first circulated a summary of the likely content of the Scottish Executive's Employability Framework, saying that it was useful to set the directions being taken by JU4J alongside these. He then spoke to the paper which summarised the responses from key partners to the Strategy Development Options. In speaking to the recommendations he commented on the apparently low priority being given by JU4J partners to sustaining employment and progression beyond entry-level jobs. He added however that this should be taken to mean that partners were happy with the level of activity in these areas, being undertaken in pursuit of the core tasks of helping people get work; and that they did not want an additional emphasis beyond that.

The recommendations in the paper, summarises as follows, were agreed:

Endorse and include in a revised Action Plan, which should identify next steps and resources available:

1. **Links to Health and Social Care strategy and practitioners, to build up effective referrals**
2. **Links to Literacy and Numeracy strategy, to improve the capacity of the delivery network to identify and address Basic Skills problems**
3. **Monitoring and Evaluation plan**
4. **Improving money advice and access to better-off calculations**
5. **A strategic approach to changes in funding**
6. **developing the academy approach and**
7. **presenting a JU4J 'offer' to all employers –**

Consider further whether and how the Strategy Group can respond if necessary by requesting further information:

8. **Wider geographical coverage**
9. **More supported employment places**
10. **Integrating client experiences into programme design**
11. **More transitional work-based projects**
12. **Promoting of mentoring**
13. **Promoting of a case management approach**

It was agreed to write to the Director of Health and Social Care in pursuit of a number of these recommendations. The Action Plan should be revised taking on board these decisions and presented for consideration at the next meeting. JR
CCP

The meeting noted the need for further discussion of the questions about implementation mechanisms presented in the paper:

- Is the mechanism of having an Action Plan and Lead Partners proving adequate for implementation of these priorities?
- Should the implementation of JU4J be put on a more formal and more centralised basis? and
- A query about the role of key partner

Sally McGreevy reported that there had been a meeting facilitated by Richard Scothorne for SEEL and the Council, to map the range of activities which each funded. It was intended that this could be extended to include other key partners. Jim welcomed this and it was agreed that a mapping of the activities and funding across JU4J should be undertaken. ALL

4 Regeneration Outcomes Agreement

Jim Rafferty thanked partners for their contributions to the review of contracts

between CCP and intermediaries inherited from the SIPs.

He briefed the meeting on the requirements for reporting on the ROA, for which a contribution will be needed from JCP, SEEL and Careers Scotland. The deadline for this will be June 2006. Before that, there will be a report on JU4J to the CCP Board in March.

JCP
SEEL
CS

5 Funding Issues

Jim Rafferty reported that the CCP Business Management Group had agreed to offer funding for

- Healthy Return (JCP)
- a pilot for filling academies' funding and eligibility gaps;
- an employer-led approach to training for call centre work in the Financial Services Sector.
- Programmes for lone parents to be run by Working Links; and Women Onto Work with One Parent Families Scotland.

6 Implementation

Working for Families

Jim Rafferty reported that planning was underway for the use of the Working for Families funding to be made available via CEC. He anticipated that it would include a mixture of adult support and guidance; and subsidy to meet the gap between WTC and the costs of childcare places.

Monitoring and Evaluation Framework

Matthew Crighton reported that this was sufficiently developed for implementation to start in the next quarter.

Funding application for Article 6 ESF

Matthew Crighton reported that CEC, as applicant, and CCP were considering plans for an application which would support academy development.

7 Monitoring and Evaluation Reports

The meeting considered outcome reports from the Area Intermediaries; and data relating to academies. It was agreed that in the future these reports should include: cumulative and previous quarters' data; and target outcomes. It was considered that the academies data was hard to interpret and noted that there were a number of gaps. Sally agreed to look at this at this and advise on data collection.

CCP
SM

LLMU report and IB data.

These were considered and noted. In relation to the trends in IB data, the rises in claims due to mental ill-health and learning disabilities should be referred to in the planned correspondence with the Director of Health and Social Care. Ian Whitelaw commented that the original target for JCP was to reduce the number of IB claims by 15% but this had been changed to 10%. The impact of the roll-out to full JCP on this would be monitored.

Other reports

Matthew Crighton noted that reports on Equal Opportunities Monitoring; and on the Needs of the BME communities; were nearly complete.

Dates of Future Meetings

The next meeting will be at 2.00 pm on 1 March 2006.

The dates for other meetings in 2006 will be:

7 June

6 September

6 Dec