

CAPITAL CITY PARTNERSHIP**MINUTE OF MEETING****Meeting of:** **JOBS STRATEGY GROUP****Held at:** Capital City Partnership offices, 1 Canon Street, Canonmills, Edinburgh**Date:** **Thursday 1 November 2007**

Present:	David Metcalfe	Chair
	Jim Rafferty	Capital City Partnership
	Matthew Crighton	Capital City Partnership
	Ken Shaw	City of Edinburgh Council
	Linda McPherson	Scottish Enterprise Edinburgh & Lothian
	Bill Wilson	Jobcentre Plus
	Roger Horam	Edinburgh Chamber of Commerce
	Peter Malcolm	JEVC, for College Principal's Group

Apologies:	Paul Gierthy	Careers Scotland
	Ray Harris,	Lothian College Principal's Group
	Tim Montgomery	NHS Lothian
	Kenneth Wardrop	City of Edinburgh Council

- Action
- 1 Minutes of the meeting on 22 August 2007
- These minutes were agreed as a correct record.
- 2 Matters arising from the minutes of the meeting on 22 August 2007
- 2a Matthew Crighton reported that Liz Furseddonn-Wood had confirmed that Pathways were not constrained by the plans which they describe in contract negotiations except as they refer to core elements of the contract like volumes and payment structures. Bill Wilson said that all the same there are plenty of things which they are expected by Jobcentre Plus to do in delivery of the contract, for example in relation to the Advisory Discretionary Fund. Jim Rafferty reported that the local contractor, Work Directions, would be making a presentation at the Capital City Partnership Board meeting on 23 November.
- 2b Lothian Local Authorities
- Matthew Crighton reported that he had been in the process of organising meetings with West Lothian, East Lothian and Midlothian Councils when the date for the launch was set. He has therefore invited the relevant officers of these Councils to the launch, at which they would here an introduction to the Pathfinder. He will follow this up after the event. MC
- 2c Update from Jobcentre Plus
- Pathways to Work
- Bill Wilson reported that the Pathways to Work contractor would receive a MIDAS scan in mid-November to allow them to start promoting their service prior to commencement on 3 December. JCP would be scanning its existing caseload for potential referrals. He pointed out that from then on all referrals of IB customers would be to Work Directions only so other intermediaries would find that this flow would dry up. He understood that Work Directions would deliver most of the contract itself rather than contracting out elements of it.

Local Employer Partnerships

The national targets for signing up employers had been exceeded. An extra account manager had been appointed in Edinburgh to handle the resulting workload.

In and Out of Work Pilots

Bill Wilson informed the meeting about this pilot in West Lothian which involves linking all benefits together and simplifying their administration for example using e-mail.

Updates from other partners

2d

Scottish Enterprise Edinburgh and Lothian

Linda McPherson reported that the Scottish government had decided that a new skills agency would be set up by 1 April 2008 combining Careers Scotland, the National Programmes of Scottish Enterprise and Learn Direct Scotland. It would have about 1400 staff and Linda would be project managing the transfer of Careers Scotland staff to the new organisation. At the same time her team in SEEL was re-contracting for contracts worth £110 million. She said that therefore their contribution to the City Jobs Strategy would have to reduce in that period.

Scottish Enterprise itself would have five regional offices and it would no longer be a network of local enterprise companies. Linda said that Scottish Enterprise would no longer be involved at all with the City Jobs Strategy. David Metcalfe asked why this should be. Linda said that it would be an agency concerned with business support, a one-stop shop for business development, and would have no contribution to make on local regeneration. David suggested that business was concerned about the skills agenda and asked to whom this point might be made. Bill Wilson said that it was right to ask whether the Group would want the involvement of the re-formed Scottish Enterprise but that its input might be into Community Planning at city level. Peter Malcolm spoke about the colleges' contribution to the skills agenda, referring to new money and the physical modernisation of the colleges and their flexibility within national guidelines which allows them to take on local requirements.

It was agreed to find out who was developing policy on the responsibilities of the new Scottish Enterprise; and to re-visit this issue in the future.

LM

City of Edinburgh Council

Ken Shaw reported that council's Economic Development Committee had received and approved a report on the City Jobs Strategy, It had agreed internal mechanisms for drawing in other departments,

Capital City Partnership

Jim Rafferty reported that the housing functions of Communities Scotland, which funds CCP, were going into the Scottish Government. The future of the area regeneration functions, which would have implications for the funding of CCP, had not been announced.

Pathfinder Launch

2e

Matthew Crighton reported that arrangements for the launch by Caroline Flint MP, Minister of State for Employment and Welfare Reform, on 2 November had been agreed by e-mail since the last meeting and at the Lead Officers' Group. Over 90 people had registered and all was going to plan. He outlined the programme which included two presentations which demonstrated joined-up working, firstly with target groups by Passport; and secondly with employers by Academy at St James Shopping.

Bill Wilson said that he was happy with the programme but cautioned against associating St James Shopping with the Jobs Strategy because it had not been through the Jobs Strategy Group and does not meet the brief for the Cities Strategy. Jim Rafferty said that he thought it was a good example of joined-up working with employers to fill vacancies help people into work. Bill said that it did not target the groups with which the Pathfinder was working. Matthew Crighton said that since the main target is the employment rate initiatives like this which include more disadvantaged jobseekers as a proportion of a larger flow of people into vacancies should be an important part of the strategy and were envisaged in the Employer Engagement proposals to be considered later in the meeting. There was agreement that finding ways of getting benefit for the disadvantaged target groups from such employer-facing initiatives would be important.

David Metcalfe asked about mechanisms for capitalising on publicity arising from the launch. Matthew Crighton said that Press Release was about to be put out. David asked that the press release and photos be sent to partners' press offices suggesting they might like to use them on their websites.

CCP
& all

3 Cities Strategy Pathfinder – Progress and Issues

The issues presented in the Progress and Issues report were considered one by one:

3a Funding and Resource Planning Group

The recommendations from the Funding and Resource Planning Group about the proposals for use of the Pathfinder Grant were considered.

On the Area Focus Pilot, the meeting supported this in principle but David Metcalfe expressed concern about committing funding prior to setting of targets. Matthew Crighton explained that targets could not have been set prior to agreement of the neighbourhood for the pilot, which was part of the recommendations before the meeting. It was agreed that in this case the proposed targets, as part of a specification, should be approved by the JSG prior to commencing the tendering process.

It was noted that the FRP had proposed that in general once the JSG had approved a proposal for allocation of Pathfinder Grant budget to a project the implementation of the proposal should be taken forward by the partner nominated to that project, reporting to the FRP Sub-Group. Instead the meeting agreed that the FRP should prepare a more detailed procedure which would cover the circumstances in which this process would be acceptable and those in which implementation decisions would need approval by JSG. This should be considered as part of the next FRP report to the JSG.

The proposals to endorse three projects which did not require Pathfinder Grant funding and to agree an allocation of £14,230 to the CORE project were agreed. The latter would be implemented by CCP, reporting to FRP.

On Core Staff Costs, Bill Wilson said that, having looked at the guidance, he did not think that Pathfinder Grant should be used for this purpose. Matthew Crighton reported that DWP staff had confirmed that this would be an acceptable use of these funds if the local consortium so decided and could justify this in relation to achievement of targets. Ken Shaw thought that it would not be possible to service the strategy's workstreams with out the support of the Jobs Strategy Staff Team. Jim Rafferty said that he was concerned to maintain a staff team but that he would not wish to use the Pathfinder Grant for this purpose unless all other options were to prove impossible. It was agreed to leave this question open and Jim Rafferty said that if it was necessary to come back to the JSG with a proposal about this, it would be a more structured proposal taking into account all the circumstances and options.

In summary the meeting agreed

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| 1) the allocation in principle of £180,000 of Pathfinder Grant to the Area Focus Pilot, subject to further approval of targets and implementation plan; | CCP |
| 2) the allocation of £ 14,230 of Pathfinder Grant to CORE, to be implemented by CCP; | CCP |
| 3) to endorse the following as initiatives under the Jobs Strategy: | SEEL |
| <ul style="list-style-type: none"> • Coaching for intermediaries • GRfW Business Services • TfW Business Start-up Extension | SEEL |
| 4) That the Funding and Resource Planning Sub-group should prepare a procedure, for approval by JSG, for implementation of Pathfinder Grant decisions. | FRP |

3b Targets and Evaluation

Following a summary by Matthew Crighton of the recommendations from the Targets and Evaluation Sub-group, the meeting first discussed the proposal to commission external evaluation of the Pathfinder jointly with Dundee and Glasgow. David Metcalfe asked why only these two out of a total of 15; and Bill Wilson said that within JCP Edinburgh would not normally be compared with these cities because they do not have similar labour markets. Matthew explained that the comparison of different Pathfinders would be accomplished by the DWP's overall evaluation, that the cities would not be benchmarked directly in this process, and that the idea of working jointly with Dundee and Glasgow was motivated by potential cost-savings, shared learning and the sharing of effort in devising appropriate measures. It was agreed to endorse this approach and additionally to attempt to share evaluation measures across all Pathfinders and seek, with DWP, methods of aggregating descriptions of local success.

As regards the proposal for an evaluation of Working Towards Health, Bill Wilson said that Jobcentre Plus had not agreed to this, as reported in the paper. He said that this would not be relevant because JCP was now focusing on a new programme (Pathways to Work) which supercedes this project and he would not agree to committing money or staff time to this evaluation. Data about the performance of this project are available. Matthew Crighton said that a large part of the purpose of the proposed evaluation was to establish benchmarks and issues relevant to the roll-out of Pathways to Work. He suggested that if the Working Towards Health evaluation did not proceed the JSG should seek to establish a local evaluation approach to identifying the factors contributing to success of Pathways since evaluations of the pilots raised some interesting questions.

It was agreed to pursue this approach and to look out existing evaluation documentation relating to Pathways and that in principle resources could be committed to evaluation of the roll-out of Pathways to Work. Bill agreed to take as an action point the task of looking out any JCP data on Working Towards Health and any resulting analysis they had relating to success factors; the meeting agreed not to proceed with the evaluation of Working Towards Health.

TESG
BW

The meeting agreed

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| 1. to note that the Targets Paper has been revised and will now be published as an amendment to the Business Plan on the website; | CCP |
| 2. to endorse the division of the evaluation process between the CCP core team and external evaluators; | TESG |
| 3. that a contract for external evaluation be tendered, to be commissioned jointly with Glasgow and Dundee pathfinders if possible; and that £25,000 be allocated for this from the Seedcorn budget; | TESG |
| 4. to approve the quarterly monitoring report to DWP | |
| 5. that the Job Strategy Team should continue to liaise with LOG members on formats of monitoring reports; | |

6. that the Job Strategy Group makes a commitment to work towards common definitions whilst taking cognisance of existing reporting lines.

3c

Employer Engagement

On consideration of the proposals relating to the Offer to Employers, Peter Malcolm asked whether the role of FE colleges and their contacts with employers had been taken into account. He informed the meeting that the three colleges were co-operating to create a database of employers. Roger Horam said that this had been discussed but there was not college representative on the group.

As regards the proposals for employer consultation, David Metcalf asked what groups of employers would be consulted since it would be useful to avoid talking both to those which were not relevant to this agenda, because of the kinds of employment which they offer. Matthew Crighton said it was also important to structure the selection of consultees in such a way that it could be replicated and used as a baseline. It was accepted that the process should take both of these points into account.

EEG

EEG

The meeting agreed

- 1. That the Employer Engagement Group should incorporate the activities of FE colleges into the Offer to Employers**
- 2. To the formation and set up of the Employer Advisory Group.**
- 3. to the proposed consultation on the offer to employers and to incur printing costs from the Seedcorn budget**

4

Consideration of Outcomes Report

Matthew Crighton informed the meeting that the format of the report was being improved in order to increase the usefulness of the information presented on outcomes of funded programmes. **It was agreed that the Targets and Evaluation Sub-group should continue to review and amend the report's format and that it should start to suggest actions which could be taken in light of trends identified in the reports.**

TEEG

Commenting on the data presented about New Deal outcomes across Scotland Bill Wilson said that, under DWP practice, his District would never be benchmarked against Glasgow and Dundee. He said that he did not see the value in identifying performance trends in the past, giving the example of the impact on performance of the extensive re-organisations of JCP in 2005 and 2006 as causes of some of the variations. Jim Rafferty asked how JCP did evaluate success. Bill replied that performance was measured against targets and by comparison of clusters of similar areas; though this had not been possible in the last year.

5

Minutes of sub-groups

The minutes of the following meetings were accepted by the meeting:

- Lead Officers Group: 23 August and 20 September 2007
- Funding and Resource Planning Sub-group: 24 August, 7 September, 4 October 2007
- Employer Engagement Sub-group: 5 September, 5 October
- Targets and Evaluation Sub-group 20 August
- Partnership Forum 4 October

5a

Matters Arising

For the Communications Sub-Group, Ken Shaw reported that it was seeking to identify what is crucial for the success of the brand, for different stakeholder groups. Roger Horam agreed that it was important to have enough time to get it right.

5

6 Implementation and Funding Updates6a European Social Fund

Jim Rafferty reported that Edinburgh had been invited, as a Community Planning Partnership area, to submit proposals for a two-year programme for ESF and ERDF. The proposed programme, totalling approximately £6 million EU funding (of which £4 million would be ESF), was mostly employability-focused and derived from the Business Plan. Elements included were four or five employment hubs, sectoral employer engagement and job brokerage; and area-focused services. Roger Horam added that there was a good focus on disadvantaged groups.

7 Monitoring and Evaluation reports

The meeting considered and noted the City of Edinburgh Council's Labour Market Quarterly Bulletin and a Jobs Strategy Labour Market Bulletin produced by CCP. Matthew Crighton explained that although there was an overlap, the Targets and Evaluation Sub-group thought that the CEC Bulletin did not include a lot of data which is relevant to the Strategy. Ken Shaw said that it was designed to be easy to read and also to cover all wards in the city. There was an opportunity for partners to contribute to it. A view was expressed that there should only be one Bulletin. Matthew Crighton suggested that data which could not be included in the CEC Bulletin should be presented in the format of reporting against Jobs Strategy indicators.

Bill Wilson asked if any data from JCP's Geographical Information System (GIS). Matthew Crighton answered that the CCP team had not yet had access to this. It was agreed that printouts of what could be taken from GIS would be available for the next meeting. Paul Gierthy reiterated that it was vital that the partnership has shared figures where partners are working together.

JCP

It was agreed that the Targets and Evaluation Sub-group and the CCP staff team should continue to develop reporting suitable to the JSG's needs.

TESG
CCP8 Other Business

David Metcalfe reported on attending the Dinner for Pathfinder Chairs with Caroline Flint MP, the Minister for Employment and Welfare Reform, which he had thought very useful. He hoped that there would be other opportunities to hear about what other Pathfinders are doing and to consider what the Pathfinders can do as a group. He also hoped that he would be able to identify the appropriate person within DWP for him to be in contact with. Matthew Crighton said that a Cities Strategy Learning Network had been established and that its next meeting would be in Glasgow on 10 and 11 December. In addition the Pathfinder Lead Officers would meet together on 12 November in Manchester. He would be seeking some joint actions at these meetings and would report back to the JSG.

MC

9 Dates of Future Meetings

It was agreed that for the time being the JSG would continue to meet two-monthly at 2 p.m. on the first Wednesday of the month. The proposed schedule of meetings on this basis is therefore:

5 December 2007
6 February 2008
3 April 2008
4 June 2008
6 August 2008
8 October 2008
3 December 2008