

CAPITAL CITY PARTNERSHIP

MINUTE OF MEETING

Meeting of: **JOBS STRATEGY GROUP**

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

Date: **Thursday 7 June 2007**

Present:	Jim Rafferty (chair)	Capital City Partnership
	Matthew Crighton	Capital City Partnership
	Ken Shaw	City of Edinburgh Council
	Paul Hambleton	City of Edinburgh Council
	Linda McPherson	Scottish Enterprise Edinburgh & Lothian
	Bill Wilson	Jobcentre Plus
	Pat Thomson	Careers Scotland
	Roger Horam	Edinburgh Chamber of Commerce

Apologies:	Paul Gierthy	Careers Scotland
	Tim Montgomery	NHS Lothian
	Kenneth Wardrop	City of Edinburgh Council

Action

1 Minutes of the meeting on 7 March 2007

These minutes were agreed as a correct record.

2 Matters arising from the minutes of the meeting on 7 March 2007-06-15

2a Update from Jobcentre Plus

Bill Wilson reported that the successful Pathways to Work contractor would be known in August and would start seeing customers on 3 December.

The Programme Centre model had been changed to offer more help to those furthest from work, using the 'traffic light' system. Its new name is Positive Moves.

2b Updates from other partner

Jim Rafferty suggested that the opportunity to update the Group should be extended to all partners.

SEEL:

Linda McPherson reported that the Scottish government planned a review of Scottish Enterprise but there was no additional information available yet.

City of Edinburgh Council

Ken Shaw reported that the new administration was retaining the same focus as the previous one as regards Joined Up For Jobs and economic development. The councillor with responsibility for economic development is Tom Buchanan and Cllr Tim McKay is responsible for social inclusion.

Careers Scotland

Pat Thomson reported that the National Advisory Board and the Scottish Executive had agreed Careers Scotland's new operating model. The core function is to be expert careers guidance with priority given to: Young people in secondary schools;

and 16-19 year-olds not in employment education or training. An all-age guidance service would be provided to people in transition but outreach would only be done with disadvantaged groups like ethnic minorities, disabled and people being made redundant.

Capital City Partnership

Jim Rafferty reported that Communities Scotland, which funds CCP, was going to be reviewed by the Scottish Executive. The current funding agreement ends at the end of this financial year.

2c Joining Up Health, Addictions and Employment Services

Matthew Crighton reported that this event was to be held on 11 June, with presentations from Tom Wood, Tim Montgomery and Roddy Duncan of the Scottish Executive Health Department.

3 Cities Strategy Pathfinder

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

3a Cities Strategy Pathfinder Business Plan

The partners informed the meeting of the ways through which the Business Plan would be agreed through their internal processes. It was agreed that there were a number of aspects of the implementation of the Plan where detail remains to be worked out and that it is therefore a live document, but that the partners are endorsing the targets, objectives and overall objectives. **It was agreed that a schedule of these processes be monitored by the Lead Officers' Group with a view to reporting any significant impacts on or issues for service delivery plans. The revised Business Plan circulated for the meeting was agreed by the Group.**

CCP

3b Governance, Membership and Meetings of the JSG

Prior to considering the recommendations there was discussion of the relationship between the Pathfinder and Joined Up For Jobs. It was noted that the Jobs Strategy Group was the body responsible for Joined Up For Jobs and that the success in gaining Pathfinder status rested on DWP satisfaction with the JU4J model. Jim Rafferty pointed out that therefore nothing would or could be done under the heading of Joined Up For Jobs which is inconsistent with the Pathfinder Business Plan and vice versa. Therefore the issues raised by LOG for the attention of the JSG become the ones of the branding of the jobs strategy for the city, dealt with in the next section.

A paper showing the existing sub-groups and working groups was tabled and **it was agreed that the following sub-groups would report to the JSG:**

- Lead Officers Group
- Funding and Resource Planning Group (and IDP Panel while extant)
- Employer Engagement Sub-group
- Targets and Evaluation Sub-group
- Communications Sub-group
- Sub-groups for other programme elements as and when agreed.

In addition the Partnership Forum minutes would be reported. The Academies Collective minutes would be considered by the Employer Engagement group. Other working groups would be considered by appropriate sub-groups and only submitted to JSG for specific purposes.

In relation to the governance proposals in the paper, Linda McPherson said that SEEL may submit some detailed comments at a later date. Bill Wilson suggested that there may also be comments from JCP. The following were agreed:

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| I) | that the JSG invites Edinburgh and Lothian's College Principals Group to become members of the Jobs Strategy Group | CCP |
| II) | that input to the strategy by Health and Social Care and other Council departments be channelled through the existing Council representation | CEC |
| III) | That the separation of strategic and funder roles and provider roles be re-affirmed and that the provider input to the strategy would continue to be through the Partnership Forum, which should seek to extend participation to all appropriate participants; | |
| IV) | that liaison with the Neighbourhood Partnerships be maintained through the CCP team and the direct involvement of partners without the requirement for a specific membership link | |
| V) | that proposals on service user involvement and consultation be brought to a future meeting | LOG |
| VI) | That each partner nominate a primary member of JSG | |
| VII) | That the JSG meeting cycle be two monthly for the remainder of 2007 and reviewed thereafter | ALL |
- 3c Branding
- The meeting considered the three options presented and decided that the branding of the strategy should be designed to emphasise both continuity (with Joined Up For Jobs) and change, recognising the significant developments associated with the Pathfinder status, but bearing in mind that the Pathfinder may only have a two year life.
- It was agreed that the branding of the strategy should be revised through adaptation of the name and of the visual branding to reflect the significance of Pathfinder status in order to retain existing brand strength and signal the significant development which has been achieved. This was referred for action to the Communications Sub-group.**
- 3d Targets and Risk
- The meeting agreed the paper on targets which had been circulated as part of the revised Business Plan. The meeting considered the risks identified as significant by the LOG and agreed that the one relating to success or otherwise with employer engagement should be re-worded.
- 3e Independent Chair
- The meeting agreed to take this forward through requesting that partners make nominations by 15 June (with no contact with the individual beforehand) and that Jim Rafferty would convene a sub-group to take responsibility for the criteria and process. It was agreed that it would be important to clarify the support available to the Chair.
- 3f Evaluation
- It was noted that there was still no clarity from DWP about their evaluation processes; and agreed that in the circumstances **the Targets and Evaluation Sub-Group should agree qualitative indicators be brought and mechanisms for establishing baselines be put in place.**
- 3g Executive Summary
- The text circulated was agreed. It could be used by partners for their own purposes but it would not be printed or published until the branding issue is decided.
- 4 Minutes of sub-groups

ITEM 3

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

- Lead Officers Group: 8 March, 22 March, 5 April, 19 April, 3 May, 17 May
- Funding and Resource Planning Sub-group 11 May
- Employer Engagement Sub-group 16 May
- Evaluation Sub-group 22 May
- Infrastructure Development Programme Panel 29 March

The minutes of the following meetings were noted:

- Partnership forum 5 April
- Academies Collective 27 March
- Employability for Prison-leavers 24 April

5 Implementation and Funding Updates

5a European Social Fund

Ken Shaw reported that he had met with ESEP about the next round of ESF. It looked likely that Edinburgh would remain eligible. Overall the reduction would be about 50%. There would be a minimum figure for bids for which there would be two strands – one open to all, the other for community planning partnership co-financing. It was also noted that CEC and CCP were discussing participation in a bid for Progress funding with North Lanarkshire Council. It was agreed that there would be a specific report on these matters to the next meeting.

CEC
CCP

5b Money Advice and Employability Pilot – evaluation

5c Report by Eddy Adams on services in disadvantaged areas

5d Primary Intermediary Model report from Into Work

It was reported that these had been completed or were near completion. It was agreed that they were of particular relevance to the Offer to Jobseekers and to refer them to LOG for consideration of their implications and how they should be responded to.

LOG,
JCP

6 Monitoring and Evaluation reports

The meeting considered and noted the following:

- Labour Market report
- Outcomes report
- Reports on Migrant Workers and Ethnic Minorities

7 Other Business

Pat Thomson reported that the Careers Service had completed the School-leaver Destination Survey and it had now been released.

8 Dates of Future Meetings

The next meeting will be set in August depending on availability of JSG members.

The dates for following meetings in 2007 will be at 2.00 pm on:

Wednesday 3 October

Wednesday 5 December