

CAPITAL CITY PARTNERSHIP

MINUTE OF MEETING

Meeting of:	<u>JOINED UP FOR JOBS STRATEGY GROUP</u>	
Held at:	Capital City Partnership offices, 1 Canon Street, Canonmills, Edinburgh	
Date:	Wednesday 7 March 2007	
Present:	Jim Rafferty (chair) Matthew Crighton Brian Martin Linda McPherson Julie Skelton Paul Gierthy Roger Horam	Capital City Partnership Capital City Partnership City of Edinburgh Council Scottish Enterprise Edinburgh & Lothian Jobcentre Plus Careers Scotland Edinburgh Chamber of Commerce
Apologies:	Cllr. Ian Perry Paul Hambleton Ken Shaw Kenneth Wardrop Bill Wilson	City of Edinburgh Council City of Edinburgh Council City of Edinburgh Council City of Edinburgh Council Jobcentre Plus

Action

1 Minutes of the meeting on 6 December 2006

These minutes were amended to replace mention of Alister McInnes, who was not present, with Bill Wilson. With this change they were agreed as a correct record.

2 City Strategy Pathfinder2a Minutes of Lead Officers' Group meetings on 15 January, 8 February and 22 February 2007.

It was noted that the notes of the meetings on 15 January and 8 February had already been agreed by the LOG as a correct records. The minutes 22 February had not been agreed by LOG since the subsequent meeting was due to be held on 8 March. **It was agreed that in future the minutes circulated to the Jobs Strategy Group would have page numbers and all be in the same format.**

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As a matter arising from these minutes Linda MacPherson asked for information about the meeting which had been held of the four Lothian local authorities. Brian Martin reported that it had been attended by East Lothian and West Lothian and had discussed the question of labour market intelligence which had been raised at the Joined Up For Jobs Evaluation Sub-group; the Cities Strategy Pathfinder; and NEET strategies; amongst other topics.

Following a discussion it was agreed

a) to suggest to Cllr. Ian Perry that he approach his counterparts in the other Lothian local authorities in order to prepare a clearer approach to the option of their participating in the Pathfinder;

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b) to request confirmation from DWP that any Enabling Measures which will come with the Pathfinder status can operate within the other local authority areas as and when the Pathfinder is extended to cover them.

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2b Note of DWP feedback meeting, 23 February 2007

The contents of this minute were noted and it was agreed that they gave a good

summary of the action on the draft Business Plan which were required by DWP.

In relation to the need for information about diversity and the composition of governance bodies it was noted that members of the CCP Board and the Jobs Strategy Group would receive a request for information on gender, ethnicity and disability.

2c Proposed Actions for Decision

It was agreed that the following actions proposed in the paper of this title would be incorporated into the Business Plan:

1. Employer engagement – strategic objectives to be taken from paper supplied by JCP/CEC and progressed through short-life working group during March 2007.
2. Governance – existing CCP governance structures agreed as appropriate, with financial accountability better articulated in revised Business Plan; and specifically:
 - Financial management process and the ability to produce a separate audit trail for all existing and future CS resources;
 - The capacity to both report on and validate outcomes achieved from CS resources; common definitions of outcomes and how they are validated;
 - Intention to use existing models and resources for programme management wherever appropriate; and
 - The procurement model.
3. Decision making – Strategy Group to be the principal decision making body and a simplified decision structural diagram be produced.

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Issues 1 and 2 – DWP comments and revision of draft Business Plan

Following discussion of the issues 1 and 2 in the paper, concerning the responses to the DWP's requirements and the revision or refreshing of the draft, it was agreed

a) to aim to have a revised Business Plan with wording agreeable to all partners in time for approval to start on the 1 April;

b) that the Lead Officers' Group would work on responding to the DWP requirements

c) that SEEL and JCP would undertake an initial re-write of the Business Plan

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It was further agreed that the latest date by which these should be done should be 29 March. but that if by that point there remained unresolved disagreements then the option of a facilitated session would be pursued. It also remains an option to hold such a session to develop specific elements of the Pathfinder programme, as and when deemed appropriate.

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Issue 3 – name of strategy group

It was agreed that the group would be re-named 'Jobs Strategy Group'.

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Arising from this issue and the question of revision of the Business Plan, there was discussion of whether there were substantial issues about content rather than presentation; and whether there are substantive differences between Joined Up For Jobs (JU4J) and the Cities Strategy Pathfinder. Those who thought not pointed out that the DWP considered that JU4J offered the essential elements of what they expected in a City Strategy Pathfinder; and agreed that any aspects of JU4J which did not fit the needs of the Pathfinder should be changed. Others thought that there were differences in relation to target groups and that some of the proposals in the Business Plan, for example to move towards pooled funding streams, had not been fully agreed by all partners; also that there were different reporting routes, e.g. to

- DWP and via the ROA. It was noted that if there are substantial disagreements on these issues they would be identified in the process in which partners will propose changes to the draft Business Plan.
- Linda MacPherson proposed and **it was agreed that there should be a set of standard items on the Jobs Strategy Group agendas which refer to the management and reporting needs for the Pathfinder.** It was also suggested that at a future point the sub-groups and reporting mechanisms needed for JU4J and the Pathfinder should be mapped out and refreshed.
- 2f Issue 4 – independent chair
- It was agreed in principle to pursue the proposal to have an independent chair for the Jobs Strategy Group. A number of ideas about the backgrounds from which s/he might be drawn were expressed. **It was agreed that partners should consider nominations and that CCP would propose and circulate some criteria for use in consideration of and selection of the chair.**
- 2g Issue 5 – Deprived Areas Fund
- It was noted that at this stage the guidance from the DWP about the use of this fund had not been updated since receipt of a two page update in early February; but that the expectation of DWP was that the consortium (i.e. the Jobs Strategy Group) would be responsible for considering and deciding on proposals for its use in 2007-08. Julie Skelton informed the meeting that JCP had a three-page assurance process for use with the DAF in the current financial year and agreed to circulate this to the LOG.
- It was agreed that the consideration of specific proposals should follow on from agreement on the wording of the Business Plan; but that in the meantime a process and a short-life working group should be established by the Lead Officers' Group.**
- 2h Issues 6 and 7 – targets
- The approach proposed in the paper was endorsed.
- 3 Minutes of sub-groups
- 3a The minutes of the following groups, plus a submission to the Scottish Executive for funding for an extension of the Money Advice and Employability Pilot, were noted.
- Infrastructure Development Programme Panel
- Evaluation Sub-group
- Employability for Prison-leavers Steering Group
- Academies Collective
- 3b As a matter arising from the minutes of the Academies Collective, Jim Rafferty informed the meeting that he had received a letter from its chairperson asking that it be represented at the Strategy Group. He had replied saying that this would not be appropriate since there would be conflicts of interest arising from their roles as contractors. This position was endorsed by the meeting. Linda MacPherson said that SEEL was querying some elements of the record of the meeting. Matthew Crighton said that it would be useful to distinguish between the roles of the academies in representing the needs of employers in their sectors and in delivering programmes. It was agreed that the workstream relating to employer engagement would provide an opportunity for re-considering reporting routes to the Strategy Group; in the meantime the academies would be encouraged to regard the Partnership Forum as an important

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channel for this.

4 Any Other Business

4a Communications Strategy

Brian Martin informed the meeting about the changes being made to the JU4J website and suggested that perhaps there should be a standing item concerning communications on the Jobs Strategy Group agenda. Matthew Crighton said that the current changes were being made in line with the recommendations from the Communications and Working Capital Sub-group and suggested that they be given time to come into effect before considering any other changes. Linda MacPherson asked whether it was necessary to use Working Capital as a means of communicating with employers, rather than incorporating its content into Capital Review. Roger Horam explained that employers were not the main target audience of Working Capital but that it did prove useful in presenting issues relating to JU4J to a number of employers.

4b Workforce Plus National Delivery Group

Matthew Crighton reminded the meeting that in light of being a Cities Strategy Pathfinder, Edinburgh had been invited to be a member of the Workforce Plus National Delivery Group which is a meeting convened by the Scottish Executive of the seven Workforce Plus Partnership areas (including Glasgow and Dundee which are also Pathfinders). He had volunteered to convene a sub-group on management information and tracking and was planning to hold a meeting for all Workforce Plus areas on this subject. In addition all Pathfinders would be asked if they would like to attend either that meeting or a separate one.

4c EQUAL Access – health, addictions and employability

Matthew Crighton informed the meeting that the operational phase of the EQUAL Access Development Partnership (of which City of Edinburgh Council and Capital City Partnership are members), which has a focus on the links between health and employment services, would conclude at the end of June 2007. He had proposed to the local steering group that before then an event be organised in Edinburgh with the purposes of a) hearing from EQUAL Access project elsewhere in Scotland about their innovations in linking health and employability services and b) presenting conclusions in Edinburgh about employability and addictions services. This would be a contribution to the development of the Cities Strategy Pathfinder. **This proposal was endorsed in principle.**

5 Dates of Future Meetings

The dates for meetings in 2007 will be at 2.00 pm on:
7 June
5 September
5 December