

Meeting of: **Working Together  
for Employment and Inclusion in Edinburgh**

**STEERING GROUP**

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

Date: **Wednesday 13<sup>th</sup> July, 2005**

<b>1. Present:</b>	Ken Shaw (Chair)	City of Edinburgh Council
	Bruce Penman	West Edinburgh Action/Stevenson College
	Susi Corner	City of Edinburgh Council
	Abi Reynolds	Edinburgh Lifelong Learning Partnership
	Stephen McMurray	Capital City Partnership
	Ken Crump	Capital City Partnership
	Natalie Branosky	Inclusion
	Navida Jiwani	Inclusion
	Mintra Sinclair	Inclusion
<b>Apologies:</b>	Brian Martin	City of Edinburgh Council
	Kenneth Wardrop	City of Edinburgh Council
	Matthew Crighton	Capital City Partnership
	Christine Fitton	Edinburgh Lifelong Learning Partnership
	Julie Bilotti	Scottish Executive
	Sally McGreevy	SEEL
	Peter Purves	Into Work
	Julie Skelton	Jobcentre Plus
	Sally McGreevy	Scottish Enterprise Edinburgh & Lothian
	Tam Ryan	LTURC
	Roger Horam	Edinburgh Chamber of Commerce
Dominique Petitquex	Communities Scotland	
Sam Hardie	Women Onto Work	

Action

**2. Minutes of the meeting held on 20<sup>th</sup> April 2005**

Agreed as correct record.

**2.1 Matters Arising**

Ken Shaw informed the group that Julie Billotti was not aware of any case worker training being offered. Ken also confirmed that the Employability Framework has not yet been published, but it is hoped that it will be possible to feature it at the Conference in November.

**3 Implementation Issues/Secretariat Report**

- 3.1 Baseline Study**  
 Stephen informed the group that the study had been circulated now and that comments on the report are to be in by Thursday 21<sup>st</sup> July. A meeting is to be arranged for next week. The time scale for the final report is the end of July. Stephen will get a clarification of the timescale for the report. SMcM
- 3.2 Study Visits**  
 Ken informed the group of two proposals for study visits to City of Turku and the Dublin Employment Pact.
- Turku has proposed a date for the visit of 14/15 September any steering group members interested in attending contact Brian Martin. Steering group
- 4 Delivery**  
 Abi gave an overview of ELLP's Art 6 project and the pilot activities involving Further Education. This includes employability sessions with further education, Career Scotland. There will be an upcoming conference with the transnational partners from Sweden. A questionnaire is being designed which will include Focus Groups on soft skill indicators. Suzi mentioned that there is a research survey that was done with employers and EDI's on the CCP start up. AR
- Bruce Penman stated that this pulls Further Education into the Joined up for jobs spectrum, bringing them closer to the JU4J strategy. Where as before FEs were funded for activities and not outcomes the merging of the funding councils will put emphasis on the focusing on employability.
- 5 Website and Directory**  
 Stephen informed the group that testing of the website took place at the Leith Library on the 12<sup>th</sup> July. There are elements of the site that will need amending and Stephen has requested comments to be sent back to him as soon as possible. It is intended to formally launch and promote the directory and website at the conference in November. SMcM/ Steering group
- 6 Equal Opportunities/Training Need Analysis**  
 Stephen has sent the brief to ERI and asked for a reply by the 22<sup>nd</sup> July. SMcM/ Steering group
- 7 Working Together Conference**  
 Natalie Branosky from *Inclusion* updated the group on the development of the conference. A Flyer has been produced and marketed at the Welfare to Work conference and included as inserts in the delegate packs. Natalie then presented the draft programme to the group (circulated).
- The group was concerned about the lack of explicit links between national policy plenaries and localism and that policy sessions did not appear to be linked to case studies of what works in practice.
- There also needed to be a session in the morning session to present the work of Working together as a key outcome for the conference. Although it was

recognised that there needed to be a balance between the local, national and European perspectives to ensure the content is relevant to all delegates.

It was also recognised that there was an opportunity for Edinburgh's work to be presented in two break out sessions (one in the morning and one in the afternoon) and the closing plenary.

It was highlighted that the Breakout Sessions would be moderated by *Inclusion* to guide discussion, draw out key elements and capture them in a conference report.

It was agreed that the website and ICT element of Working Together could be demonstrated at a stand rather than a breakout session.

At this point Navida Jiwani and Mintra Sinclair both with *Inclusion* arrived.

Natalie suggested that there would opportunities in the refreshment area to display information and although not a formal session would give a higher profile during the refreshment time. Although there would only be 4 or 5 table top spaces there would be available area in exhibition displays for the Academies.

Navida informed the group that *Inclusion* was working on the registration form and this would need to have the cost on it. The *Inclusion* database currently holds 14,000 names and *Inclusion* will send a personal letter to CEOs, LA's, inclusion units and European partners. CEC/CCP to provide details of contact from own mailing lists to supplement *Inclusion* mailing list.

NB/KS

KS/MC

A fee was discussed and at what level should the fee be. It was suggested by *Inclusion* a flat rate of £130 for the Voluntary Sector and £175 for Government or Private Sector. The group enquired if the local partners should be exempt and *Inclusion* suggested that their preference would be to charge everyone. There was concern that the cost may deter participation, but recognise there are budget restrictions and the level of charges would need to be discussed further with *Inclusion*.

KS

It was agreed that the marketing material could also be circulated using the Capital City Partnership website and would also be mentioned in the next CCP Ezine.

CCP

*Inclusion* to redraft programme taking on board comments and concerns.

NB

#### Date of Next Meeting

The next meeting will be held at the offices of Capital City Partnership on 24<sup>TH</sup> August 2005.