

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 9th March 2005**

1. Present:	Matthew Crighton	Capital City Partnership
	Brian Martin	City of Edinburgh Council
	Christine Fitton	Edinburgh Lifelong Learning Partnership
	Bruce Penman	West Edinburgh Action/Stevenson College
	Stephen McMurray	Capital City Partnership
	Sam Hardie	Women Onto Work
	Peter Purves	Into Work
	Ken Shaw	City of Edinburgh Council
	Julie Skelton	Jobcentre Plus
	Kenneth Wardrop	City of Edinburgh Council
	Karen Rennie	Lothian Trade Union Resource Centre
	Tam Ryan	Lothian Trade Union Resource Centre
	Roger Horam	Edinburgh Chamber of Commerce
	Colin Lindsay	Employment Research Institute
Apologies:	Cllr. Ian Perry	City of Edinburgh Council
	Julie Bilotti	Scottish Executive
	Mark Crawford	Edinburgh Retail Academy
	Sally McGreevy	SEEL
	Thomas Glen	Communities Scotland
	Jim Rafferty	Capital City Partnership

Action

2. Minutes of the meeting held on 15 December 2004

These were agreed as a correct record.

3. Working Together Conference

BM opened the discussion on the Working Together Conference that is scheduled for the 11th November 2005 and which will be held at the Edinburgh Conference Centre at Heriot Watt University, Riccarton Campus.

BM informed the meeting that a tender brief has now been prepared and 4 organisations have been invited to tender. The Conference Organisers Brief was circulated with the papers for the meeting. The paper presents a proposed outline of the conference in the context of policy developments such as Building on the New Deal and the Scottish Executives Employability Framework. The brief requests support and advice from a qualified agency to develop the conference programme for the daylong event. This will include the format of the day, help in identifying key speakers and audiences and any other advice relevant to running an event of this

scale.

The 4 organisations invited are the Centre for Scottish Public Policy, Stark Events, Centre for Economic and Social Inclusion and Meeting Makers.

After recent discussions with the Scottish Executive and Jobcentre Plus it was agreed to seek the participation of the First Minister and DWP Minister as well as a speaker from the European Commission at the conference. Ken agreed to draft a letter on behalf of Councillor Perry to open dialogue on this.

KS

Following a brief discussion it was agreed to form a Sub Group to develop a clear understanding of what exactly the Steering Group wanted to achieve from the conference. The Sub Group will also form the selection panel to review the Tenders, which are due in on the 1st April.

The Sub Group members will be Brian Martin, Matthew Crighton, Peter Purves, Karen Rennie, Julie Skelton, and Roger Horam. Brian agreed to convene a meeting of the group prior to the Tender date of 1st April.

BM

4. Implementation Issues / Secretariat Report

4.1. Baseline Study – Update from ERI

Colin Lindsay from the Employment Research Institute presented an update report on progress with the Baseline Study.

The fieldwork research is being carried out in 3 phases - research with job seekers using local intermediaries; research with academies reps, trainees and employers; and interviews with key stakeholders. The research team at ERI are also carrying out desk-based research on the scale of the need among JU4J client groups. Progress and emerging findings are as follows.

- 1) Interviews have been carried out with job seekers using services at EASE, WEA, Worktrack and Working Links. Research is ongoing, but thus far 32 interviews have been carried out. A purposive sample frame was provided for intermediaries, and as a result most JU4J groups have been covered, including BME, people with mental health and substance issues and disabled workers. Early findings suggest strong awareness of the academies and positive experience of working with intermediaries, but a wariness of using Jobcentre Plus services - clearly, the extent to which intermediaries should provide an alternative to Jobcentre Plus, or encourage users to engage with the agency, may be a key theme of the research. Major barriers to work centre on skills gaps and especially health problems.
- 2) In-depth interviews have been carried out with 5 academies representatives - Retail; Hospitality and Tourism; Healthcare; Construction; and Public Administration. Emerging issues from these interviews: with the decline of general unemployment, academies are increasingly recruiting from harder to reach groups - this has made recruitment difficult in some cases; uncertainty over funding sources was also raised as an issue affecting long-term planning. Academies reps are in the process of providing contacts for former trainees and employers - research with these groups will take place over the next month.
- 3) A list of 40 key stakeholders to be interviewed has been agreed with CCP. More than half of these have been contacted. Interviews commence on Friday 11th March.
- 4) Building on the thorough analysis of trends and client group needs provided by Stephen McMurray at CCP, the ERI research team are carrying out further desk-based research. The research will also add value by adapting an analytical method developed by Sheffield Hallam University to estimate the 'real level of

unemployment' in Edinburgh.
A more detailed report on emerging findings will be provided on March 30th.

Colin concluded by thanking all the agencies that have participated in the research work to date.

MC thanked Colin for the update and commented on latest LLMU inactivity Report showing a rise over last 5 years highlighting this as a disturbing trend. Referring to some of the work being done in this area by Stephen McMurray and Colin that it would be useful to understand some of the reasons for this growth.

4.2. Evaluation Framework

Stephen McMurray tabled a brief for an Equal Opportunities Audit and Study of the effectiveness of Joined Up for Jobs partners in delivering services for disadvantaged groups and individuals, with a particular focus on gender and race. The meeting noted the paper.

Matthew tabled a paper discussed at the JU4J Strategy Group, on a proposed JU4J ICT Policy. MC informed the meeting that the Strategy Group had supported the need for a policy, accepting that it should be driven by the needs of the strategy and of funders. Although Strategy Group 'agnostic' to view that this can only be achieved through the use of common software. The Strategy requested that the objectives of an ICT policy are established and made clear.
Brian agreed to circulate papers.

BM

4.3. Conference

In addition to the discussion earlier in the meeting Matthew tabled a further 2 papers: Strategy Review and Policy Development and JU4J Stocktaking Exercise that may assist in developing the aims and objectives of the conference. The Conference Sub group will consider these papers in discussions at their meeting.

Brian agreed to circulate papers.

BM

4.4. Regeneration Outcomes Agreement

Matthew informed the meeting that the Capital City Partnership will be responsible for contracting with Intermediaries and through that will attempt to establish some standard procedures. Questions remain with regard to setting targets and the form of relationship with Jobcentre Plus etc.

Matthew also informed the meeting that the development of the Scottish Executive's Employability Framework, which is drawing to a close can also feed into the development of the ROA.

4.5. Staff Exchange/Training Events

BM updated the Steering Group that problems persist in attempts to have any activities in the Staff Exchange programme for a variety of reasons.

A contingency plan is to draw up a training needs analysis of key frontline staff working in the employment access services in the city in order to ascertain how aware they are of the JU4J network and how well they utilise it. BM is currently putting together a brief for this short piece of work. It was further proposed to request Person Specifications/job descriptions from agencies in order to understand the skills demanded on recruitment and identify anything that might be missing in terms of the ability to provide a full and equal service to all clients. It is anticipated that the findings of the Training Needs Analysis will be used to run Adviser Seminars/Training events

to keep frontline staff informed and up to date with JU4J strategy and implementation issues. This could begin a series of regular events and go some way to achieving some of the original Staff Exchange Scheme objectives.

BM will circulate draft brief for comment and suggestions as to who might carry out this bit of work.

BM

4.6. Website

SMc informed meeting that negotiations have been concluded with Design Links, the company chosen to build the website. Work is expected to be completed in around 13 weeks.

5. Any Other Business

6. Date of Next meeting

Next Meeting will be on the 20th April

Topics for discussion will include the Baseline Study Report from Colin Lindsay.

A presentation from one of the Working Together Partners yet to be confirmed.