

APPENDIX ONE

**SEEET Meeting
Learning Partnerships
Burton Road
Leeds**

3 June 2008

Attendees: Catherine Mitchell, Tom Murray, Kam Sangra, Karen Chiverall, Roger Seeney, Helen King, John McSweeney, Keith Lander, Sarah Ager, Kate Shinnars, Ruth Downey, Neil Macbeth, Tracey Mearns, Mary Brittle, Neil Macbeath

Apologies : Sally Hoy, Jo Beaumont, Helen King, Caroline Bamford, Tracey McGinnis, Lisa Smith, Dave Richmond, Janine Hezelgrave, Joanne Hughes, Rob Wolf

1.0	<p>Welcome and Introductions</p> <p>Minutes of last meeting reviewed and agreed</p>
2.0	<p><u>Terms of Reference</u></p>
2.1	<p>This has now been agreed</p>
3.0	<p><u>IT Joseph Priestly</u> Presentation by Neil Mabeth – IT manager Joseph Priestly They have already agreed fee waivers for courses that are been delivered in Morley for people on JSA, see leaflet attached. If anyone has a group of people that are interested in IT training they will consider further waivers and you need to contact Neil direct</p>
4.0	<p><u>Local area agreement</u> Final sigh off for LAA has now been completed. JCP has been named as a lead deliverer; to achieve the outcomes within the LAA JCP will need support of all partners. The final agreed figures will be a 1% reduction in the overall claim rate for Leeds which equates to just less than 5000, this is linked into post employment support and retention, and this will not be achieved if people keep returning to the register. 2% reduction in the claim rate in the most disadvantaged wards (25% worklessness) Jacky Pruckner is currently undertaking work around baseline figures.</p>
5.0	<p><u>Information provided by Jacky Pruckner</u> This information that was provided in hardcopy covers the areas across Leeds and also the positions. It also covers information with regards to Children in worklessness households, which is approximately 40% possibly</p>

	<p>higher in some areas.</p> <p>It was agreed that at future meetings we need representation from Children's services and Amanda Jackson's name was given. Diana confirmed that JCP had a duty to co-operate under children's act, and she is now part of the "integrated strategic commission board". Gaps were identified in the children's and young people's plan, and all this needs to be brought together to have a "family approach"</p>
5.1	<p>JCP are strengthening links to children's centres (CS), by signing SLA's for all CS's within West Yorkshire, Diana reiterated that collectively we needed to support the whole agenda. It was agreed that we needed an action plan that covers all areas, specific to streets of high deprivation.</p> <p>It was agreed that the information provided by Jacky would be a starting point for the target areas which we need to be looking at.</p>
5.2	<p>A.P. Diana to invite her to the next meeting</p>
5.3	<p>A.P. Alison to obtain electronic copies from Jacky and distribute to the attendees (Jackie on leave until early July so there will be a delay in obtaining these)</p>
6.0	<p><u>Secondment from JCP to Aire Valley Homes</u></p> <p>JCP has agreed a Secondment to Aire Valley Holmes, which starts on the 7 July, it is hoped that through this posting we can drill down into tenants that are not working, and then sign post them to other organisations within the area that can provide support to move them forwards into work.</p>
7.0	<p><u>Workshop findings</u></p> <p>Findings from the workshop were discussed, and next steps suggested. It was agreed that it would be ideal if we could have a directory of support which is available to everyone covering the not yet engaged aspect, support and post employment support. All partners have agreed to provide information through a generic template.</p>
7.1	<p>A.P. Alison to pull a template together. This action point has now been superseded by the template designed by Liz Jarman at Leeds City Council – this has been issued to all partners and needs to be returned by the 11 July 2008. This template when collated should provide information for everyone and the expectation is that if we are looking for support for an individual in a specific area, this information can be fed into the spread sheet and a list of support will be provided.</p>
7.2	<p>A.P. All partners to return their templates completed to Craig.longden@jpbcentreplis.gsi.gov.uk By 11 July 2008</p>
8.0	<p><u>A2E</u></p>
8.1	<p><u>Learning Partnerships</u></p> <p>Learning Partnerships are delivering the lone Parent Element of A2E, the project offers a 'New Opportunities Programme', through two dedicated</p>

<p>8.2</p> <p>8.3</p>	<p>centres and outreach across the city. This is first step engagement and will direct people principally to New Deal for Lone Parents. The outcomes are 150 people into work</p> <p><u>Leeds MIND (Working Minds)</u> This focus's on IB Customers who have been claiming incapacity benefits for 2 years plus and reside in the areas of the most disadvantaged. There are four case workers and an operational manager. The caseworkers are working with individuals to look at the best route to achieving an outcome whether that be work or training, they are working in partnerships with Community Links, Touchstone St Anne's, A4E etc. to ensure individuals are referred to the most appropriate support.</p> <p><u>Archway</u> Archway are working with St Luke's in the South, with the 16 – 25 year olds, providing a support programme for the front end engagement. They also offer post employment support. They will also be preparing people for mainstream provision.</p>
<p>9.0</p> <p>9.1</p> <p>9.1.1</p> <p>9.2</p>	<p><u>ESF Delivery 2007 – 2013</u></p> <p><u>1. 1st Steps Engagement – Working Links</u></p> <p>The provision will address the needs of those customers furthest away from the labour market. The provision will develop an innovative service model that connects people furthest from the labour market to address their barriers to work, subsequently moving them towards the labour market.</p> <p><u>Activities include:-</u></p> <ul style="list-style-type: none"> ➤ Development of a caseworker model to be delivered with caseworkers keeping in touch with individuals throughout their time on the project. ➤ Detailed Initial Assessment and individually tailored action plan. ➤ Sign posting to the most suitable way forward for the individual. ➤ Soft skills – including motivational, confidence building, overcoming barriers to work, life skills, debt advice/money management, change, assistance to overcome real and perceived barriers to employment. ➤ 2 week part time motivational course to introduce beneficiaries to the concept of work including Incapacity Benefit customers to progress towards joining Provider Led Pathways to Work. ➤ Work tasters suitable for the participants employment aims ➤ Post employment support for up to 12 months. ➤ Bespoke short part-time motivational course for lone parents who have attended a Work Focused Interview and declined to join NDLP. ➤ Advice, guidance and support for lone parents who are working part time under 16 hours a week to encourage them to increase their hours to enable them to leave benefit. ➤ Caseworkers will work with other outreach workers from partner organisations e.g. social services, Children's Centres, Housing workers etc. <p><u>2. Newstart – Best Ltd</u></p>

9.2.1	<p>The provision will target unemployed migrant workers and refugees aged 18+ residing in West Yorkshire, who have arrived in this country within the last 18 months and have permission to work (excludes Asylum seekers). Will offer an intensive developmental programme where participants have the opportunity to explore alternative lifestyles, aptitudes, interests and career paths to accelerate their engagement into work.</p>
9.2.2	<p>Activities will include: Support and guidance to a wide range of migrant workers/refugees including converting qualifications and arranging upgrades.</p> <ul style="list-style-type: none"> ➤ Providing elements of: learning culture, financial awareness, bill paying, work ethic, grooming/personal appearance, interpersonal skills etc. ➤ Ensuring each participant has adequate English language skills appropriate to their intended working environment. ➤ A CV service and job search facilities. ➤ Work placements/tasters should be available for a 2 week period. ➤ Short occupational certificated training e.g. manual handling, food hygiene; health and safety etc ➤ Post employment support for the first 13 weeks of employment ➤ Many participants will not hold satisfactory documentation that enables employers to complete identification checks prior to employment, as required by legislation. The provision will help, assist and mentor the participant to put together a portfolio of evidence of identification and will fund the search and production of these documents.
9.3	<p><u>3. Job Support – Action for Employment</u></p>
9.3.1	<p>The provision will engage with the following JSA customers who have opted out of participating in mainstream activity:</p> <ul style="list-style-type: none"> ➤ Customers making a first claim to Jobseekers Allowance (JSA) ➤ Customers making repeat claims to JSA ➤ Customers transferring from IB and IS to JSA ➤ Pre/post New Deal JSA customers.
9.3.2	<p>The programme will consist of three models of delivery:</p> <ul style="list-style-type: none"> ➤ Model 1 – to support new JSA customers who are closer to the labour market. ➤ Model 2 – to support the harder to help JSA customers who have more complex needs i.e. persistent returners to JSA and pre and post New Deal customers. ➤ Model 3 – short term, employer demand led sector training.
9.3.3	<p>Activities will include:- Model 1</p> <ul style="list-style-type: none"> ➤ Individually tailored training/action plan. ➤ Jobsearch – including interviewing techniques, overcoming hurdles to employment, skills/strengths/experience, Labour Market intelligence, CV's, job leads, telephone techniques, mock interviews. ➤ 2 day motivational course to improve soft skills – including

<p>9.3.4</p> <p>9.3.5</p>	<p>overcoming barriers to work, life skills, personal appearance, work ethic etc</p> <ul style="list-style-type: none"> ➤ Work tasters – suitable to the customer’s employment aims. ➤ Short term qualifications such as CSCS, Health & Safety, Food Hygiene, First Aid etc. ➤ Access to child care and care for dependant persons, where caring responsibilities are a barrier to labour market participation.. ➤ 13 weeks post employment support with a minimum of weekly contact. <p>Model 2</p> <p>All activities within model 1 but provision will recognise the more complex needs of persistent returners to JSA and the harder to help New Deal customer group. Additional activities should include:</p> <ul style="list-style-type: none"> ➤ One to one support ➤ Mentoring ➤ Post employment support up to 6 months ➤ Support to prepare customers to enter New Deal provision ➤ Support for customers who have been unsuccessful in securing employment whilst on New Deal and are in the Follow Through period. <p>Model 3</p> <p>Short term demand led sector training (LEP) such as business administration, call centre training, retail, Fork Lift Truck, social care, manufacturing etc.</p> <ul style="list-style-type: none"> ➤ The length of training should be flexible and tailored to employers needs i.e. between 3 days and up to 6 weeks. ➤ A package of post employment support for both employer and employee for up to 6 months. ➤ Linkages to Train to Gain to offer workforce development opportunities to the employee.
<p>10.0</p>	<p>LSC</p> <p>Project to deliver basic ESOL – little or no English. The LSC are looking for a fund Manager to sub contract to other organisations to deliver this provision. The closing date has now been reached and we are currently awaiting further information.</p>
<p>11.0</p> <p>11.1</p>	<p>Jobs and skills has secured a contract with Pathways and they are looking to deliver across 5 Sites, they will aim there provision at the voluntary IB customers, they will be delivering the choices option.</p> <p>The five sites are Tunstall GGS Gap Hollybush Tecnorth</p>
<p>12.0</p>	<p>Next Meeting Learning Partnerships 6 August 2008 2pm</p>