

Appendix 1



Location Room 13, Learning Partnerships Hillside, Beeston Road, Holbeck
SLEET Group

Minutes of meeting held 5th August 2009



Present: Diana Towler – JCP, Vicky Tindell-Starbuck – JCP, Tracy Othen – JCP, Kam Sangra – LCC, Moni Paul – Joseph Priestley College, Diana Smith – LCC, Yvonne Hackwell – Working Links, Giselle Banks – HMRC, S Fletcher – LCC, Angela Goodyear – re’new, Kieran Chesbrough – A4E Pathways




Note taker: Vicky Tindell-Starbuck


Apologies:

Keith Lander – LCC, Vanessa – Working Minds, Dawn Bray – LCC, Lorinda Hill – Best, Kathy Aird – Remploy, Tom Murray – Learning Partnerships, Cathryn Gurney, Roger Seeney

1.0	<p>Welcome and introductions</p> <p>Diana opened the meeting, and asked members to do a quick introduction round the table.</p>
2.0	<p>Minutes and Action Points from last meeting</p> <p>Previous minutes agreed.</p> <p>AP6.2 Kam will update at next meeting.</p> <p>AP4.4 Kam has had a meeting with Asda and Tesco regarding the site in Middleton. Both companies are still awaiting planning permission, (but Tesco has agreed 50% and Asda 60% to employ up to 60% long term unemployed lep Jobs)</p> <p>AP4.5 Update at next meeting</p> <p>AP5.2 Tom has contacted the Youth Service but still awaiting a response.</p> <p>AP6.1 600 – 700 people attended, the event was funded via Yorkshire Forward as a result of the high levels of redundancies as a result of the economic problems but aimed at the higher qualified customers.</p>

<p>3.0</p>	<p>Care Partnership Manager</p> <p>Tracey Othen kindly gave an overview of her role of West Yorkshire Care Partnership Manager for JCP.</p> <p>Attached is an Overview of the Care Partnership role.</p>  <p>\\Dfs60268\ 100102001\workgrou</p> <p>Tracey Othen, Eastbrook Court JCP, Ambler Mill, Bradford BD1 5AH 01274 338138 or mobile 07821 806664 email address – tracey.often@jobcentreplus.gis.gov.uk</p> <p>Tracey did ask partners to promote her role.</p> <p>Diana Towler explained JCP have three Drug Coordinator's for West Yorkshire, they are as follows: Caroline Taylor – Leeds and Wakefield Mary Foulds – Calderdale and Kirkless Catherine Monagham – Bradford</p> <p>Caroline Taylor will do a presentation on her role at the next meeting on 23.09.09.</p> <p>Just for information Diana Towler informed the group JCP will shortly have a Mental Health Co-ordinator, this role will be to build partnership working.</p>
<p>4.0</p>	<p>Progress Report on Action Plans</p> <p>Diana Towler explained she is due to report progress to the Strategic Worklessness Outcome Group on 11.08.09. Diana gave a quick reminder that we have the following updates outstanding - Working Links, A4E Work, Legi, Children Centre's.</p> <p>AP 4.1 Vicky to email out completed update Action Plans by 07.08.09- cleared 07.08.09</p>
<p>5.0</p>	<p>Future Job Fund</p> <p>Diana Towler checked if everyone knew what Future Job Fund was.</p> <p>Please see attached FJF overview:</p>  <p>\\Dfs60268\ 100102001\workgrou</p>

	<p>Leeds has submitted their bid on 31.07.09. Leeds has over 700 jobs in their bid. Once bids are received then they will be assessed by DWP nationally and regionally. The bidding process is a rolling process which will take 5 weeks.</p> <p>A number of themes are emerging:- Green Jobs – environmental and community type jobs Social Care – adult social care, supporting elderly people within the community, mental health, caretakers or assistant caretakers and also looking in to supporting families and working in children centres, (this may link to the carers strategy where the customer looks after their own money so they can sort/organise their own care. Social/Enterprise – cleaning, odd jobs zone Youth & Community – work with young people Art & Creative</p> <p>Diana explained the first bids were announced on 29.07.09. Within Yorkshire & Humber 6 bids have been awarded funding, which are Kirklees Sheffield, Barnsley Local Authorities and VC Train Consortium, North Yorkshire Learning Consortium and Humber Economic Partnership were successful in their bids. Some successful national bids may deliver within West Yorkshire.</p>
<p>6.0</p>	<p>Geographic programme – Economic Inclusion Model Update</p> <p>Unfortunately Dawn Bray was not available to attend this meeting, the business case is still being developed.</p> <p>AP6.1 To be put on next meeting as a agenda item</p>
<p>7.0</p>	<p>Update on Worklessness Pilot</p> <p>Diana Smith issued out information and results for June Attached are the Update from project Co-ordinator, 4 Families MI Outputs and New Referral Form:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  \\Dfs60268\ 100102001\workgrou </div> <div style="text-align: center;">  \\Dfs60268\ 100102001\workgrou </div> <div style="text-align: center;">  \\Dfs60268\ 100102001\workgrou </div> </div> <p>Diana Smith updated the members on the number of customer they are dealing with at present, with 50 customers having been referred of which 15 are receiving intensive help and support but the project would like more referrals from the harder to help families.</p> <p>Diana Smith also mentioned if any of the providers would like her to speak to their staff with regards to the pilot please contact her.</p>

	<p>Lone Parent Data Sharing – Diana Smith will receive the information any day now, also evaluation of the pilot is out for tender now.</p>
<p>8.0</p>	<p>Overview of HMRC Advice Team</p> <p>Giselle Banks from the HMRC Advice Team, which is the education part of the HMRC, gave a presentation on the help and support for people who want to start self employed. Giselle then explained they also run two types of workshops which are free i.e. Employer Series which include Calculating National Insurance Contributions, SSP and more, plus Business Series which includes becoming self employed, self assessment and basic VAT returns and more. If customers wish to attend one of the courses they will need to contact HMRC on 0845 603 2691 or apply on-line if there is not a date to suit they will put you on a waiting list, or if you would like a one to one meeting they will be held in a local tax office.</p> <p>HMRC Eastern England Advice Team are based Peter Bennett House Redvers Close Leeds LS16 6RQ, this team covers Leeds, Wakefield Dewsbury etc. They also work very closely with LEGI, Business Link and other partners.</p> <p>See attached handout:</p> <p> \\Dfs60268\ 100102001\workgrou</p> <p>AP 8.1 Vicky asked if we could have a supply of leaflets for the Middleton mobile office.</p>
<p>9.0</p>	<p>AOB</p> <p>Joint Partnership Workshop 17.07.09</p> <p>Diana reminder everyone the workshop was to develop closer working between Jobs and Skills and Partners. The development of a Charter and a Provider Directory emerged from the workshop.</p> <p>We then discussed the Provider Directory it was agreed to add Rapid Response Service and Nextstep.</p> <p>AP9.1 Vicky to email out completed Directory to members- cleared 07.08.09.</p> <p>Diana Towler explained West Yorkshire ESF has a 2.5 million under spend. JCP have put forward three ideas which were submitted to DWP on 03.08.09 Options are:-</p> <ol style="list-style-type: none"> 1. Enhanced skills – this focuses on customers on JSA at 13 weeks prior to entering Flexible New Deal, this would be training in care, retail, security and hospitality

2. Child Care – this focuses on Lone Parents who have NVQ2 at present, but require NVQ level 3.
3. 16 – 24 people – sports routeway i.e. work with football, rugby grounds on coaching also dance so to help with the employability skills.

Vicky Tindell-Starbuck explained about Debt Advise Network, they will support our customers with debt issues, there is a debt advisor attached to each JCP office within Leeds. Main contact is Penny Oates on 07866682396 email address penny.oates@debtadvicenetwork.org

AP9.2 Vicky to contact Penny to arrange agenda item.

Also please see attached the “Responding to the economic downturn” (July).



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Kam Sangra updated the group on the Tesco Express on Dewsbury Road held an open day on 30.06.09, 417 people completed applications for 20 part time posts, of which 12 jobs have been offered. Jobs & Skills also did 220 IAG’s. Pennyhill Job shop is now open and the official open day will be 28.10.09, but Tunstall Road will close on 10.08.09 for 4 to 6 weeks for building refurbishment.

Vicky informed the group that Learning Partnerships will be hold a Job Event on 23.09.09 at Strawberry Fields Garforth.

AP9.3 Vicky to obtain update from Learning Partnerships.

Kam Sangra gave an update on the Middleton Mobile Office which has been supplied by Aire Valley Homes, the office is located in the Middleton Circus every Thursday from 9.30 to 12.00 and is supported by our partner organisations, also on a Friday there is an E-Learning bus which is staffed by Jobs & Skills, both these services are for a trial period of 12 weeks.

AP 9.4 Kam to give feedback to Diana Towler with regard to Middleton Mobile Office so Diana can inform the Leeds Stragic Outcome Group

AP9.5 Diana asked Vicky to contact Aire Valley Homes to which location and days the mobile office could be used elsewhere.

South Leeds Area Management informed the group they have a sum of money for each ward to support well being, health and learning.

Date of next meeting:

The next meeting will be on 23rd September from 9.15 to 12.30, location Hillside.