

The Point Steering Group
Tuesday 5th March 10 – 12noon Committee Room 2 Civic Hall

Attendance:

Cllr Kim Groves	CKG	Leeds City Council - Chair
Cllr Bob Gettings	CBG	Leeds City Council
Dean Stratton	DS	Land Securities
Ann Marie Spry	AMS	Leeds City College
Vicky Tindell-Starbuck	AF	Jobcentre Plus
Christine Marsden	CM	Leeds City Council
Alice Winter	AW	Employment Leeds
Gary Milner	GM	Leeds City Council
Sally Lowe	SL	Leeds City Council
Alison Ledger	AL	Leeds City Council - Minutes

Apologies:

Cllr Angela Gabriel	CAG	Leeds City Council
Cllr Karen Bruce	CKB	Leeds City Council
Alison Niven	AN	Land Securities
Jane Hopkins	JH	Leeds City Council
Alison France	AF	Jobcentre Plus

Item	Description	Action
1.0	Welcome and Introductions	
1.1	Cllr Groves welcomed everyone to the meeting.	
2.0	Membership Update	
2.1	It was confirmed that Cllr Bruce (Rothwell ward) and Cllr Gabriel (Beeston and Holbeck ward) are the new elected members on the group.	
2.2	SL was introduced to the group. Moving forward she will replace GM as the Children's services representative, subject to approval from the Chair.	
2.3	DS Land Securities, will attend the meetings alongside AN moving forward.	
3.0	Minutes of the Last Meeting	
3.1	There were no matters arising and the minutes were agreed as an accurate record.	
4.0	Learning Provision Update	
4.1	AMS advised there is currently two retail programmes at the Point 2 days a week. The feedback from students and tutors is that they enjoy being at the centre. A rolling programme of 'routeways to work' is also proving to be positive as well as a series of 1 day courses running alongside Jobcentre Plus on 'Winning applications' which is in direct response to a request from Morley job centre.	

4.2	AMS is looking into how the centre can be used for 2 days a week during half term and summer holiday. VTS advised Christmas recruitment events could be hosted there in July/August. AMS/VTS to discuss this outside the meeting.	AMS/VTS
4.3	AMS advised they are also looking to hold some family learning sessions over the summer to increase awareness but the logistics of this are still being considered.	
4.4	The group reflected that despite learning happening within the White Rose Centre, the work experience opportunities do not necessarily come from within the centre. DS advised that many of the 104 retailers are not aware of the Point and more promotion needs to be undertaken. It was agreed that staff from the Point would contact each retailer direct and arrange a meeting to promote the facility. AW to arrange.	AW
4.5	AW/AMS/VTS will discuss how information on upcoming White Rose jobs can be shared as an incentive to encourage people onto courses. DS suggested the Point staff walk around the centre once a week to pick up any vacancy information from shop windows.	AW/AMS/ VTS
4.6	VTS requested a list of students looking for work experience AMS to send to VTS	AMS
5.0	Front of House Update	
5.1	So far 148 people have signed up to use the Point and 9 job outcomes have been secured. The group agreed this was a positive start and there is a need to increase promotion and connectivity.	
5.2	AW advised the service has been approached by the Dame Kelly Holmes Foundation who are interested in running a mentoring scheme and possibly undertake some delivery from the Point in late May/early June. Awaiting details of the timescales for the launch but there is potential that an Olympian will be in attendance.	
5.3	DS confirmed the centre would be happy to host the launch event and to proceed with accepting the offer. AW/DS to discuss arrangements for the launch/scheme when confirmed.	AW/DS
6.0	Employer Engagement Forward Plan	
6.1	Finalising plans to ensure there is a consistent approach to centre engagement. This will be circulated. VTS and Veronica McFarlane (from the E Leeds team) to prepare employer engagements model for the Centre.	VTS/ McF
6.2	AMS/VTS to discuss sector based plans outside of this meeting.	
6.3	AW to confirm how recruitment fairs are promoted to the general public and feed back.	AMS/VTS
6.4	CM felt she could assist with promoting the events to schools. CAG and CBG (as cluster representatives) could also help spread the messages through their meetings in schools.	

6.5	CM to provide a list of schools at cluster level not currently engaged with careers advice/guidance.	CM
7.0	Education Business Partnership Pilot	
7.1	CM provided an overview of the 'Retail into Action' pilot. The group agreed the pilot was a great success for the young people and the retailers involved.	
7.2	The group agreed there is a desire to roll this pilot out wider and to increase it's frequency. CM advised there is a need to consider the logistics and who could take the pilot forward but the benefits were obvious.	
7.3	The group conceded that there is a need to educate schools (young people and teachers) on how to locate and apply for retail opportunities. To support this, we require intelligence on businesses on employers expectations.	
7.4	KG referenced a scheme been run at Hunslet Club for 1 hour a week for 14-16year olds which is been funded by the Area Committee. CKG to confirm the details on frequency and costings to AW. AW to consider whether a similar scheme could be rolled out at the Point.	CKG AW
8.0	Any Other Business	
8.1	DS advised that the event on the 11 th April will be marketed as The Point job fair and although representatives from Land Securities will have a presence, the Point staff will be responsible for making all the arrangements. DS added that the date could be moved if required.	
8.2	AW to meet Tim Flanagan to discuss the arrangements and advise if appropriate to proceed. Consideration maybe required to link in with other events planned.	AW
9.0	Date and Time of Next Meeting	
9.1	Monday 1 st July 2013 10-12noon Committee Room 2, Civic Hall	