

Appendix 1

jobcentreplus

Location – Tech North, Unit 7, 9 Harrogate Road Leeds LS7 3NB

Jet Group

Minutes of meeting held 3 August 2009

Present:

Diana Towler – JCP, Vicky Tindell-Starbuck – JCP, F Devenney – Working Minds, Yvonne Hackwell – Working Links, Alison Kinder – Careers Y&H, Michelle Manson – Best Ltd, Alice Winter – LCC Jobs & Skills, Julie Brady – Early Years, Diana Smith – LCC 4 Families Project, Vicki Whittaker – A4E Work, Giselle Banks – HMRC, Lisa Thornton – LCC Regeneration, Martin Hackett – S E Area Management, Kieran Chesbrough – A4E Pathways, Kathryn Aird – Remploy.

Note taker: Vicky Tindell-Starbuck

Apologies:

Jo Rowlands, Tom Murray, John Clare, Sabina Halliday, Amanda Ashe, Lisa Jackson.

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 the last meeting</p> <p>Previous minutes agreed</p>
3.0	<p>Progress 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, Big and MAP.</p> <p>AP 3.1 Vicky to email out completed update Action Plans by 07.08.09</p>
4.0	<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</p>

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.

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.

See attached handout:



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5.0

Future Job Fund Update

Diana Towler checked if everyone knew what Future Job Fund was.

Please see attached FJF overview:



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Diana Towler explained that DWP expect Local Authorities to coordinate the bids. Dawn Bray is taking the lead for LCC, but working very closely with Diana Towler. Leeds have submitted their bid on 31.07.09. Leeds have 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.

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

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>6.0</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: center;"> <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>AP6.1 – Cleared. 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>7.0</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>AP7.1 Vicky to email out completed Directory to members.</p> <p>Alice Winter thanked everyone for the support following the workshop and also was a positive way for working and it was well received with Jobs & Skills, Jobs & Skills emphasised this. As a result of the workshop Working Links will be moving into Jobs & Skills premises shortly, also Alice has a meeting booked with Sarah Agar from Best regarding the Employability NHS. All this will hopefully help to improve the outcomes for all the group members.</p> <p>AP7.2 Alice Winter to provide Diana Towler with a overview of where Jobs & Skills are at with regarding to working together, before 11.08.09</p>
<p>8.0</p>	<p>Evaluation of Learning Market</p>

	<p>Diana checked everyone had read the evaluation, also Diana was concerned the group need to action the feedback. One of the suggestions was a Community Event to bring families in to meet the providers it was discussed it may be held at the Children’s Centre in Richmond Hill or Burmantofts area.</p> <p>AP8.1 Julia Brady to contact Amanda Ashe to arrange a working group take the recommendations forward.</p>
9.0	<p>Geographic Programme – Economic Inclusion Model update</p> <p>Unfortunately Dawn Bray was not available to attend this meeting, the business case is still been developed.</p> <p>AP9.1 To be put on next meeting as a agenda item</p>
10.0	<p>Future of Area Worklessness Group Meetings</p> <p>Diana explained there is a lot of duplication between the three area worklessness meetings. It was put forward by Alice Winter we should have one meeting to cover all three worklessness meeting, but stressed the importance of continuing with the local groups. The first to be held on 23.09.09, location still to be agreed.</p> <p>AP10.1 Alice Winter agreed to compile the agenda.</p>
11.0	<p>AOB</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, ruby grounds on coaching also dance so to help with the employability skills. <p>Vicky Tindell-Starbuck explained about Debt Advise Network, they will support out 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</p> <p>AP11.1 Vicky to contact Penny to arrange agenda item.</p> <p>Also please see attached the Responding to the economic downturn (July).</p>

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12.0	<u>Date of next meeting</u> The next meeting will be on 23 rd September 2009 from 9.30 to 12.30, location Hillside, Main Hall, Ground Floor, Beeston Road, Holbeck Leeds LS11 8ND.