

## Appendix 1

### **JET Meeting**

Southern House, 529 York Road, Leeds  
01 March 2010

### **Attendees**

Diana Towler – Jobcentre Plus (Chair)  
Simon Betts – Jobcentre Plus  
John Woolmer – East/North East Area management  
Clr Tom Murray – Learning Partnerships  
John Clare – Learning Partnerships  
Sarah Ager – Best Training  
Linda Warriss – Prospects  
Kate Balmford – Working Minds  
Amanda Ashe - Early Years Service  
Diana Smith – Jobs and Skills  
John Clare – Learning Partnerships  
Alison Kinder – IGEN  
Lynne Faulkener- Library Service

### **Apologies**

Jo Collins – Working Links  
Jo Rowlands – LCC  
Lisa Thornton - Jobs & Skills  
Julie Brady – L.C.C.  
Helen Carroll – A4E Pathways  
Ruth Davaney- Renew  
Sabina Halliday- LCC

1.0	Welcome and Introductions were made
2.0	Minutes of previous meetings were agreed subject to minor amendments.
3.0	<b>Update on Leeds Market Initiative</b>  Diana gave an overview of the partnership arrangement to develop an employment & training site within Leeds market, which is being led by Learning Partnerships. She explained that Jobcentreplus and Safer

<p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>Stronger Communities Funding (via Area Management) are jointly funding start up costs for 09/10. We are now looking for partners to help jointly staff the venue which will open Mon-Sat (closed Wednesday). Diana also mentioned that financial contributions will also be appreciated.</p> <p>John Clare (Learning Partnerships), as co-ordinator of the initiative, then updated the group to advice that the initiative would be known as “The Job Stop”. Based in a central location the site was due to be re furnished with a view to being operational from <b>12/04/10</b>. It would provide the opportunity for a joint venture between Learning Partnerships &amp; Worklessness partners across the city, offering job vacancies together with vocational &amp; training support to unemployed customers.. John advised the group of projected outcomes of 5,000 contacts, 500 to be offered C.V. support, 1200 referrals to JCP provision, 450 to other provision and 155 customers into work. It was felt that with the market area generating a footfall of 200,000 that the projected outcomes should be easily obtainable.</p> <p>Alison Kinder raised a question to clarify how potential partners would manage contacts to the site. It was stated that an access point and signposting service was anticipated, rather than a promotion of individual partner’s service. It was recognised that some upskilling of partners was required to enable everyone to be competent in offering a full service. Alison felt that a briefing sheet for all partners would be beneficial and John agreed to prepare and issue a briefing sheet by the end of the week.</p> <p>A discussion then took place amongst partners with Working Links, Real Time Training, Working Minds, Best, Four Families, Library service committing to supporting the venture for at least ½ a day each week. Other partners agreed to confirm their commitment to John Clare.</p> <p>Kate also asked as to whether it would be possible for volunteers to support staff attending the venue and it was agreed by all to be a good opportunity to involve volunteers.</p> <p>John advised the group that via their co-ordinator they will be responsible for M.I. collection &amp; full evaluation of the project.</p> <p><b>A/P 1 John Clare to send job description briefing, provider attendance stencil and SLA to all partners via Jobcentre Plus.</b></p>
<p>4.0</p>	<p>Diana then discussed the feedback from the Joint Worklessness Meeting, advising the attendance of local councillors who are undertaking a scrutiny of Worklessness. They had mentioned at how impressed they were with the work being achieved by partners to achieve a better coordination of services to the unemployed across the city.</p>

4.1	<p>Diana then said that one of the main focuses was around youth unemployment and NEET and outlined the opportunity to raise the profile of this work area and to better link to the work of the Integrated Youth Support Service.</p> <p>Cllr Tom Murray then offered to provide the coordination lead for Inner East and South Leeds.</p> <p>Diana mentioned the NEET innovation event on 17/03, with Mary Brittle being the lead for the LCC Corporate Leadership Team event aimed at improving NEET performance.</p>
4.2	<p>It was agreed that a separate meeting needs to be arranged to focus on youth unemployment and the potential to target those customers aged 17+ who are NEET, with the potential of preparing them for the Young Persons guarantee, including Future Jobs Fund, when they reach aged 18.</p> <p><b>A/P Simon Betts to co-ordinate meeting of key partners</b></p>
4.3	<p>Diana then moved on to discuss the local action Plans and the focus on streamlining to have one overall plan for N1 153 areas in each area wedge. Each key NI 153 area would then have separate key activities, which would need to be developed in line with the Council's Neighbourhood Improvement Plans.</p> <p>John Woolmer explained changes in Area Committee funding with the appointment of Neighbourhood Managers. He explained that three managers will cover the East/North East wedge of the city and he offered their support as a resource to develop the Area action plans.</p> <p><b>A/P – Meeting to be arranged between named action plan leads including the Neighbourhood Managers to start to populate the worklessness action plans.</b></p>
5.0	<p><b>A.O.B</b></p>
5.1	<p>Kate Balmford from Working Minds gave an overview to the group of their new E.S.F funded programme to assist JSA customers with mild to medium Mental health/Learning difficulties.</p>
5.2	<p>Lynn Faulkener – Library service remained all partners of an event at Graford library on 23/03/10 (2 -6.30) to provide vocational support to local community &amp; offered partners the possibility of taking a stand at the event.</p>
6.0	<p><b>Next Meeting T.B.C</b></p>

