



**EDUCATION TRAINING AND EMPLOYMENT GROUP
MINUTES OF MEETING OF 12TH NOVEMBER 2008
IN OFFICES OF SOUTH EDINBURGH PARTNERSHIP
13 NEWTOFT STREET, EDINBURGH EH17 8RG**

PRESENT

Chris Hampton	SEP Community Director Gracemount
Douglas Jeffrey	CEC & F CL & D, Senior CL & D Worker
George Wilson	Napier University
Margaret McIver	Community Representative
Jenny Ewing	CCP – Job Strategy Forum
Evelyn Kilmurry	CEC, SfC, Information and Partnership Manager
Hildegard Wylezaleck	Apex Lothian Services
Mike Bell	Rathbone
Scott Donkin	South Edinburgh Partnership (Chair)
Madelaine Traynor	South Edinburgh Partnership

PAPERS TABLED

Liberton Gilmerton Neighbourhood Partnership Community Plan – abstract
Liberton Gilmerton Neighbourhood Partnership Action Plan – abstract
Dates of further meetings
Napier University –
 Live and Learn in Edinburgh
 Your E-business check list.
Rathbone – presentation notes.

1 APOLOGIES

Alex Galloway	Jewel and Esk Valley College
Tommy McLean	CEC, C & F, CL & D Manager
Steve Vance	CEC Working for Families
Ian Brooke	South Edinburgh Voluntary Sector Support Project
Gilbert Clark	Community Representative
Hazel Smith	Women onto Work
Jeff Douce	Lothian and Borders Fire and Rescue Service

2. MINUTES / NOTES OF PREVIOUS MEETINGS

2.1 Minutes of meeting of 14th May 2008

2.1.1 These were accepted as an accurate record of the meeting.

2.2 **Note of seminar of 13th August 2008**

2.1.2 These were accepted as an accurate record of the seminar.

3. **MATTERS ARISING**

3.1 Jenny Ewing informed the group that the City Strategy and Joined up for Jobs which are in fact the same. The branding for Joined up for Jobs has been retained.

3.2 Appendix 2 (Seminar) Jenny informed the group that statistics should be available on Training courses etc through the Colleges. She reported that colleges should be able to provide data on post-code sector basis.

Action: Support Team

3.3 Joined up for Jobs has commissioned a web based data base to facilitate tracking of clients. When on stream it will be possible to interrogate the data base on post code sector basis. It was noted that the project is starting with anonymised data. Data Protection issues have been explored and account taken of them. 6 agencies are participating as early adopters of the system.

4. **RATHBONE IN EDINBURGH – PRESENTATION BY MIKE BELL**

4.1 Scott welcomed Mike Bell to the meeting. Mike then made a brief presentation to the group outlining the work of Rathbone in Edinburgh. Key elements are as follows:-

4.1.1 **Background** Rathbone is a charitable organisation which has been in existence for around 200 years, growing out of the Quaker and anti-slavery movements. It became a charitable trust in 1969. The organisation provided schooling and education to children previously deemed unteachable and still sees children and young people as the focus of its activities.

4.2.1 Rathbone has a number of operations and facilities for young people

(a) **Youth Choices** is a programme of work in schools with young people who are excluded, partially excluded or potentially excluded. A youth worker will go into the school to work with the young people directly.

(b) **Schools** Rathbone also have access to a number of independent schools which will take excluded young people.

(c) **Preparation for Life and Work** These courses are intended to support young people who are Not in Education, Employment or Training. **Preparing for Life** is about getting the young person out of the house – activities are social, and arts and recreation based. **Preparing for Work** is about providing employability support and training and this is offered in numerous sites in Scotland.

(d) **Apprenticeships** Although Rathbone offer apprenticeships, none are currently in operation in Scotland.

- (e) **Youth Engagement** This is the programme which is on offer in Liberton/Gilmerton. It is intended to build relationships with young people through outreach work. It is a progressive process moving towards a mentoring relationship with an ultimate view to employability. It offers a range of qualification based courses.
- 4.3.1 **Edinburgh** A bid for funding had been successfully made to Vodaphone and this had secured funding for 3 years. Following meetings with the Police, and the City of Edinburgh Council it had been agreed that the two neighbourhoods of Liberton/Gilmerton and Leith would be chosen for activity. Rathbone are based at no 64 Gilmerton Dykes Street and are currently building their networks of contacts. This presentation is one of a series to the principal sub structure groups of the Liberton/Gilmerton Neighbourhood Partnership. Practical work is now beginning.
- 4.2 **Discussion** Mike was asked why Rathbone should be successful where a previous outreach organisation had been less so. It was acknowledged that the different approach and focus on employability was significantly different from the previous organisation.
- 4.3 **Outcomes** Mike reported that there are a number of numeric or hard outcomes which will be measured eg number of young people engaged and the number of young people progressing to and through qualifications. However just as important would be the qualitative measures of the journey taken by the young person. The system used is similar to the Richter scale.
- 4.1.3 This project is a long-term commitment and is based on solution – based therapy. In essence the young person is asked to look at 3 or 4 aspects of their life eg Career/Employment, family and relationships, general health etc. They are asked to rate where they are at present on a scoring system which has 1 = could not be any worse and five = could not be any better. They emphasise to the young person the need to recognise issues and set themselves realistic goals.
- 4.4 **Involvement of Parents** Mike informed the group that there is limited involvement with the parents but where parents have issues or problems or need additional support Rathbone would normally refer them to an appropriate agency.
- 4.5 **Collaborate Working** Mike indicated that he works at an operational level and was unable to give details of working at a strategic level. He reported that there are few agencies in Liberton/Gilmerton that he felt could provide mutual benefit.
- 4.6 **Age Group** The age group has been identified as 16 – 24 but Rathbone will begin work at age 15 where necessary eg with school leavers. It was noted that many disaffected young people have effectively left school before the formal leaving date.

4.7 **JET PROGRAMME** Mike reported that he had met with Susan Milne, the JET PROGRAMME Manager, and that he could see the potential for working collaboratively, especially when a young person is unable for whatever reason to complete the JET PROGRAMME. Scott echoed this and reminded the group that when someone is removed or leaves JET it is normally because of social or behavioural problems or issues. It would seem, therefore, that links with JET are possible.

4.8 **Support for Project Locally** George asked what this group, - the ETE group – and its members could do to support the work being undertaken by Rathbone. Douglas reminded the group that Rathbone does not have a history of working in Edinburgh and therefore effective networking will be very important. It was noted that similar presentations will be made to the Health Inequalities Group and the Youth Issues Group in due course.

4.1.8 **Fire Skills for Success** Jenny informed the group that there is a new cross-city European funded project called Edinburgh Effective Communities, part of which is community based, and parts of which are being run by Lothian and Borders Police, and Lothian and Borders Fire and Rescue Service. The police element offers IT Training in partnership with the Midlothian based organisation MacSense. The Fire and Rescue Service element offers a certificated basic fire skills safety course. (Information will be circulated with these minutes.)

4.9 **Offending** In answer to a question from Hilda, Mike reported that it was too early to say whether any of the young people were offending and as yet the team have not experienced serious crime. It was agreed that Hilda and Mike should meet. NB Apex Services Lothian is based in Leith.

* **Action: Hildegard/ Mike.**

4.10 **European Funds** Margaret informed the group that she was aware that Home in Scotland are to provide match funding in relation to Youth Unemployment in the area. Jenny was aware of this and agreed to provide information on the European Bid contacts etc. It was noted that the Libraries have become involved in the process at a late stage.

* **Action: Jenny**

5. **COMMUNITY LEARNING AND DEVELOPMENT PARTNERSHIP AND PLAN - REVIEW PROCESS**

5.1 **Note of part 1 of review process of 14th October 2008.**

5.1.1 This was accepted as an accurate record of the meeting.

5.2 **Part 2 of review process of 11th November 2008** - Since the meeting had taken place only the previous day there were no papers prepared. Madelaine and Scott provided an outline verbal update. (NB The note of this meeting will be provided in due course which will reflect the details of the actions agreed.)

5.1.2 **Action Groups** The Action Groups will remain in place and will continue to work to their own action plans. The six action groups are:-

- (a) **The Health Inequalities Group** – part of the Sub Structure of the Liberton/Gilmerton Neighbourhood Partnership
- (b) **The Youth Issues Group** -part of the Sub Structure of the Liberton/Gilmerton Neighbourhood Partnership
- (c) **The Lifelong Learning Group** - Convened by Helen Bourquin, CEC, CL & D
- (d) **The Arts in South Edinburgh** - Convened by Pauline Fordyce, CEC, CL & D
- (e) **Capacity Building** Convened by Ian Brooke, South Edinburgh Voluntary Sector Support Project.
- (f) **Communications and Marketing** to be convened jointly by George Wilson, Napier University and Alex Schweitzer Thomson of South Edinburgh Echo.

5.2.2 In particular there was discussion about the value of retaining the Community Capacity Group. It was strongly agreed that this group should be retained and take responsibility for key aspects of the work associated with Community Development and Participation especially in relation to the implementation of the Engagement Strategy.

5.3.2 **Monitoring and Evaluation** The issue of Monitoring and Evaluation has still not been resolved. The group is too small and not sufficiently representative to be viable. Additional members will be asked to join and further reports will be brought to the group.

5.4.2 **Communications Issues within the Partnership Processes** The review meeting had acknowledged that communications was a key issue for the process of developing and implementing the Community Learning and Development Plan. With this in mind the following decisions had been taken.

- (a) The Action Teams Leaders Group has been disbanded and in its place there will be twice yearly review meetings.
- (b) Minutes of all meetings should routinely be sent to Madelaine for further dissemination.
- (c) All relevant statistics should be provided to Madelaine routinely.
- (d) All participants of the group were encouraged to make use of the E bulletin, Get Connected and South Edinburgh.net for disseminating information.

- (e) All groups were asked to set a schedule of meetings and to publicise it as soon as possible.
- (f) Madelaine will remain as the CL & D Partnership's representative on the Edinburgh Community Learning and Development Partnership.
- (g) Madelaine will remain as Joint Co-ordinator for the time being but a joint co-ordinator will need to be appointed in the near future.

5.3 **Discussion** In the discussion which followed it emerged that there remains considerable confusion over the relationship between the Community Learning and Development Partnership and the Education, Training and Employment Group. Madelaine explained that the ETE group has been asked by Community Education as it then was to take on the role of CL & D partnership since there was a considerable overlap of both personnel and issues. This had been agreed over three years ago. However, due to the continued lack of clarity it was agreed that the structure chart would be revised and reissued as soon as possible.

* **Action Support Team**

6. **EDUCATION TRAINING AND EMPLOYMENT ACTION PLAN**

6.1 Scott introduced this item by inviting the members of the group to examine the Education, Training and Employment Work plan which had been circulated. This plan is based on the two priorities which had been identified as likely to be included in the Community Plan for Liberton/Gilmerton and which if confirmed would be the basis for the workplan ie Improving Employment Opportunities and Access to Information and Services. A third priority will also be community development.

6.2 **Work Plan and Work Sheets** Scott went on to explain how the worksheets had come about. In the priority associated with "Improve the Employment Opportunities for the Community" six strands or themes had been identified. A workcard for each theme had been devised which showed the known resources and activities already in the area, the city resources and actions, evidence of need for action and the known partners. Members of the group were asked to provide additional information in each of these boxes and specifically to identify and suggest opportunities for joint working for each of the themes.

6.3 **Liberton/Gilmerton Neighbourhood Plan and Action Plan** Evelyn asked the group to provide guidance to her on the wording and content of the Liberton/Gilmerton Plan and its associated Action Plan. She reminded the group that two main elements of improving Employment opportunities had been identified

- (a) Improved employment opportunities for young people
- (b) Improved employment opportunities for long term unemployed.

- 6.4 Abstracts from both the Community or neighbourhood plan document and the associated action plan were tabled for examination. Evelyn invited everyone present to identify any necessary changes and inform either herself or Madelaine as a matter of urgency.
- 6.5 Jenny reminded the group that one of the problems faced by Liberton/Gilmerton is that while the overall unemployment situation is fair compared to the rest of the city, this means that there are no specialist projects in the area although there are pockets of deprivation. She indicated that there are, however, a number of city wide initiatives which could be tapped into to support local people.
- 6.6 This then led to a considerable debate about what should and should not be included in the Neighbourhood Plan document and action plan. It was agreed that Jenny would check with Alan Howie whether city wide services would best be included in the city plan or whether there was relevance in the local plans.

*** Action Jenny.**

- 6.7 Evelyn emphasised to the group that what is included in the local plan should reflect only what can be initiated and controlled at a local level and further which provides additionality to the existing work and business plans of the various agencies. There should also be a clear element of partnership working to bring about the outcomes.
- 6.8 It was agreed that the Support Team would issue the abstracts to members of the group and that they should return them with any amendments as a matter of urgency, and preferably by 28th November.

*** Action: Support Team**

6.9 **Hidden Unemployment**

- 6.1.9 The group went on to discuss the issues of hidden unemployment ie people on other benefits such as incapacity benefit. It was noted for example that people with addiction problems are often on Invalidity benefit because they are designated as having "mental health" problems. Jenny informed the group that the new Employment and Support Allowance will focus on what people can do, not what they cannot do.
- 6.2.9 Jenny informed the group that there is now a mandatory referral to the Pathways to Work programme for people who are moving from Job Seekers Allowance to Incapacity Benefit.
- 6.3.9 Because of time constraints the group agreed to focus on the neighbourhood plan abstracts and to inform the Support Team of any suggested changes.

*** Action: All**

- 6.4.9 It was further agreed that the ETE Work Plan would be reissued in due course with an invitation to all to complete the document more fully, and in particular to provide those statistics which can inform the base line.

*** Action : Support Team / All**

7. EDINBURGH BIO-QUARTER

- 7.1 Scott had prepared a paper which had been circulated and he spoke briefly to it. He reminded the group that the experience of the relocation of the Royal Infirmary of Edinburgh had shown that that was benefit to be gained in working closely with such a major development.
- 7.2 Scott explained that there were a number of issues which would benefit from the neighbourhood partnership's involvement including job and employment opportunities, the resolution of potential problems such as traffic and parking and the exploitation of opportunities such as child care and accommodation.
- 7.3 The group agreed that Scott should explore this further with his colleagues in Craigmillar and bring a further report to the next meeting of the group.

*** Action: Scott**

8. A.O.C.B

- 8.1 George reported that Napier University had now received approval as a training provider.

9. DATES AND VENUE OF FUTURE MEETINGS

- 9.1 These were agreed as follows:-

Wednesday **4th February 2009 at 2.00 pm** in 13 Newtoft Street.

Wednesday **6th May 2009 at 2.00 pm** in 13 Newtoft Street.

Wednesday **5th August 2009 at 2.00 pm** in 13 Newtoft Street.

Wednesday **4th November 2009 at 2.00 pm** in 13 Newtoft Street.