

North Ayrshire Community Planning Partnership

Economic & Learning Partnership

Minutes of meeting held on 3 February 2009

Attendance

Alex Anderson, Economic Development Manager, Economic Development **(Chair)**, North Ayrshire Council
Councillor John Bell, North Ayrshire Council, North Ayrshire Council
Joyce Black, Senior Executive, Skills Development Scotland
Ian Everington, Representative, Neighbourhood Compact
Councillor Alex Gallagher, North Ayrshire Council
Mary Gray, Financial Inclusion, Social Services, North Ayrshire Council (For Isobel Kelly)
Councillor Anthony Gurney, North Ayrshire Council, North Ayrshire Council
Shirley Laidlaw, Community Planning Assistant (Chief Executive's), North Ayrshire Council
Andy Lee, Labour Market Initiative Co-ordinator, Economic Development
Joy Love, Partnership & Stakeholder Manager, Scottish Enterprise
James Ledgerwood, Project Manager, Irvine Bay Regeneration Company
Hugh McGhee, Regeneration Manager, Cunninghame Housing Association (For Frank Sweeney)
Stephen McLaughlin, Manager, Volunteer Centre
John McKnight, Principal Officer, Community Learning & Development, North Ayrshire Council
Margaret McWilliam, Health Promotion Manager – North Locality, NHS Ayrshire and Arran
Jim Nichols Arran CVS
Angus O'Henley, Economic Development Officer, Economic Development
Anne Todd, Community Planning Officer
Jan Ward, Head of Service, Educational Services, North Ayrshire Council
Dave Wilcock, Community Manager, Kilmarnock College

Apologies

Jim Burns, External Relations Manager, Jobcentre Plus
Sandi Hellowell, Regional Director, Visit Scotland
Isobel Kelly, Assistant Principal Officer (Welfare Rights), Social Services, North Ayrshire Council
Alistair Shaw, Director of Business and Customer Relations, James Watt College
Frank Sweeney, Chief Executive, Cunninghame Housing Association

1. Welcome

Alex welcomed everyone to the new Economic and Learning Partnership and advised that he has been nominated as the Council Officer to Chair the Partnership. This new Partnership replaces the previous Social and Economic Development and Lifelong Learning Thematic Groups. Alex acknowledged the excellent work of the previous Thematic Groups.

2. Introductions

Members of the Partnership introduced themselves and their organisation.

Alex advised that a representative from the business community would be sought as soon as possible.

3. CPP Terms of Reference/Remit for Group

Anne Todd, Community Planning Officer, gave a presentation on the new CPP Terms of Reference.

The presentation covered: -

- The definition of Community Planning
- The Vision and Priorities
- The new structure
- Why did the governance review take place
- Strategic Partnership's remit
- Membership
- Reporting arrangements
- Sub-Groups and other formal reporting responsibilities
- North Ayrshire Outcomes
- Chairs' protocol
- Member Protocol

It was noted that there is no additional funding being made to support the new Partnerships.

4. SOA Action Plan

Anne advised that the formal consultation draft of the CPP SOA was approved at the CPP Board in December 2008. This formal draft has now been sent to CPP Partners for consultation and approval with a deadline for responses of Friday 6th February. A special CPP Board meeting will take place on 19th February to sign off the CPP SOA before it is submitted to the Scottish Government.

Anne circulated a copy of the SOA Action Plan timeline.

The CPP are now in the process of developing the CPP SOA Action Plan and a consultation draft has been sent to partners with a deadline for responses of the 27th February 2009. A briefing for Elected Members on the CPP SOA Action Plan will take place on Thursday 5th February. Anne advised that the CPP SOA Action Plan would replace the Council Plan and Community Plan but not organisational plans or service plans.

Alex asked members to confirm that they have had sight of the CPP SOA and Action Plan and urged all partners to contribute as they have responsibility for delivering outcomes within the SOA.

After discussion the following points were noted:

- The SOA Action Plan would include high-level actions
- The CPP SOA lists all the indicators and targets in detail
- The Action Plan needs to show additional work to partner's core functions
- This Partnership may want to develop a framework for monitoring its 12 outcomes

Anne advised that North Ayrshire Council is currently looking at an online tracking system for the CPP SOA. It is hoped this system will be in place for the next financial year.

5. Standing Sub-Groups

Alex advised that there are currently 3 standing Sub-Groups that will report to this Partnership:

- More Choices, More Chances (MCMC)
- Local Social Economy Partnership (LSEP)
- Highlands and Islands Liaison Group

Alex asked the Partnership for their views on how to progress the work of these Sub-Groups.

It was agreed that as the MCMC is a strong Sub-Group with clear objectives, Jan Ward would remain as Chair with regular reports being made to this Partnership.

As the membership of the LSEP has been reduced, due to changes in partner organisations, it was agreed that temporary membership be drawn-up and an initial meeting set up with a report back to this Partnership. Joyce advised that she would attend the first meeting to advise what's happening in other areas. Anyone wishing to attend the LSEP meeting should contact either Alex, Anne or Shirley.

Alex advised that the Highlands and Islands Liaison Group is a new Group and it is hoped it would be established by March 2009.

6. Outstanding Matters from Previous Thematic Groups

Employability Programme

Andy updated the Partnership on the bid for European Funding. He advised that 13 CPPs were identified to bid for funding and after some discussion with the Scottish Government all 13 areas were awarded funding. North Ayrshire are still waiting on formal confirmation of their funding award. Processes are currently being put in place to ensure that the programmes are monitored adequately. Around £6m was awarded to North Ayrshire over 2 years, which covers MCMC, Working for Families, the Employability Model and the Vineburgh Programme.

Angus advised that the programme will run from 1st August 2008 to 31st July 2010. The following targets were set:

- 3500 unemployed people to receive support (figure to date: 615)
- 200 into employment (figure to date: 131)
- 315 into further education

Angus advised that the programme is roughly on target but that robust monitoring systems must be put in place to ensure the targets are met.

It was suggested that a presentation be given to the next meeting on the Employability Programme. It was agreed that a report be circulated along with the papers to give members background information.

MCMC Strategy Group

Jan advised that the MCMC Strategy was previously a Sub-Group of the Social & Economic Development thematic Group, and would now report to this Partnership. The remit of the Sub-Group was to reduce the number of 16-19 years old in North Ayrshire that are not in education, employment or training (NEET). Some funding was awarded from the Scottish Government (SG) for North Ayrshire, and this funding

has been added to from the Fairer North Ayrshire Fund, European Funding and partners contributions.

Jan advised that according to SG figures, at the start of the pilot there were around 900 NEET young people in North Ayrshire. This has reduced slightly. The work of the Sub-Group has impacted more on the early intervention statistics. Over the past 5 years the percentage of young people going into positive destinations has increased. The figure for north Ayrshire is now 87% into positive destinations and 85.6% nationally.

With regard to benefit claimants North Ayrshire is still the 3rd highest in Scotland and this is now the biggest challenge for the MCMC Group. The Group now need to look at supporting young people that drop out of employment or training.

The SG have stated that by 2010 they want every young person as they get to 16 to have had an offer of post 16 learning. A pilot has been run in North Ayrshire at the moment and it has been very successful. This will be extended to all schools in August.

Jan advised that she is preparing a response to the Scottish Government's Consultation Document 16+ Learning Choices: First Step Activity and Financial Support. This consultation is proposing to change the Educational Maintenance Allowance (EMA) and training allowance to allow young people to receive funding. Anyone wishing further information should contact Jan.

Jan noted that there is now a data sharing agreement in place between North Ayrshire Council and Careers Scotland. A similar one will be in place soon between Careers Scotland and the colleges, and also between Careers Scotland and Jobcentre Plus. This will ensure better sharing of information and partnership working.

It was agreed that Jan would prepare a report on the MCMC initiatives to circulate to members for their information.

Financial Inclusion

There were no issues outstanding that have been carried forward to this meeting. Isobel will provide an update to the next meeting.

7. Future Agenda Items

Alex asked the partnership how they would like their future agendas structured and if they would prefer briefing papers or to receive presentations. The meeting agreed that presentations were acceptable.

It was noted that there are still a lot of changes taking place with partner organisations. There may be an opportunity at a later date for updates from partners on this. Suggested presentations included:

- Employability briefing
- MCMC briefing
- SOA Action Plan – when approved

It was also suggested to align future agenda with the SOA outcomes

8. Joint CoSLA and Scottish Government Statement on Community Learning and Development

John McKnight advised that Cosla and the Scottish Government have prepared a joint statement on community learning and development, including adult literacy and numeracy. This statement identifies 3 key priorities:

- Achievement through learning for adults
- Achievement through learning for young people
- Achievement through building community capacity

Building on the work of the last three years, COSLA and the Scottish Government want to engage in a dialogue with Community Planning Partnerships about:

- Taking an effective strategic approach to CLD in their area.
- Developing effective and inclusive partnerships, with leadership from across sectors, to support planning and delivery, with particular emphasis on including colleges and community-based learning providers¹¹, such as those from the third sector.
- Reviewing and refreshing arrangements so that CLD planning and partnership working (including ALN partnerships under that umbrella) is nested appropriately within Community Planning structures.
- Working towards community empowerment by putting in place appropriate arrangements to build the capacity of communities to take a greater role in shaping their own future.

John advised that this document was brought to the table to raise its awareness to partners and was duly noted.

9. Learning and Taking Part Framework

John advised that the former Lifelong Learning Thematic Group had been working on developing the Learning and Take Part Framework.

John now invited members of this Partnership to join this Sub-Group to develop this and work on the Action Plan. It was agreed that Shirley would email the Partnership to extend an invite to sit on the Sub-Group to develop the Learning and Taking Part Framework.

10. Partners Updates/Issues

It was agreed to keep this agenda item as a standard item for future meetings giving partners an opportunity to provide updates.

Joyce agreed to send a copy of Skills Development Scotland's Operating Plan for circulation to group members.

Andy advised that he would provide an update on the Management Information System at the next meeting.

11. AOB

Irvine Bay Targeted Recruitment Programme

James advised that the Scottish Government published the "Community Benefits in Public Procurement" document in February 2008.

This report presents the findings of the Community Benefits in Public Procurement Pilot Programme which was intended to promote the use of Community Benefit, in particular, targeted recruitment and training clauses in public contracts. The work of the Programme stemmed from general uncertainty regarding the legality and scope for using Community Benefit clauses in public procurement projects. Community Benefit clauses can be legally included in public procurement projects and the report detailed a range of the path-finding work that has been carried out which is intended to assist other organisations that wish to explore the scope for achieving Community Benefits through procurement.

James advised that all CPPs, local authorities and public agencies will have to consider how to respond to this report. Skills Development Scotland have awarded funding for a seminar to take place on 26th March to discuss the findings of the report and how this can impact on North Ayrshire CPP.

Feedback from the seminar would help to establish a protocol for North Ayrshire.

Alex welcomed this seminar and asked that all partners consider signing up to this.

Community Planning Week

A report on the CPP week had been circulated along with the papers for today's meeting. Anne advised that over the last four years, the CPP has hosted an annual conference, it was now felt that the benefits of this have now been exhausted. The Co-ordination Group agreed last November to the proposal of hosting a Community Planning Week from 18-22 May 2009. This will help to raise awareness of the CPP, and demonstrate good partnership working.

Anne asked members to get back to her with any proposals. The meeting agreed to participate in this initiative.

It was also agreed that Kirsty Innes, URC; Andy Lee; Laura Cook and Chris Lambert would meet with Anne to discuss this.

12. Date of Next Meeting

This was previously agreed as 17th March 2009.

North Ayrshire Community Planning Partnership

Economic & Learning Partnership

Minute of meeting held on 17th March 2009

Attendance

Alex Anderson, Economic Development Manager, Economic Development (**Chair**), North Ayrshire Council
Councillor John Bell, Members Services, North Ayrshire Council
Joyce Black, Senior Executive, Skills Development Scotland
Craig Crosthwaite, CVSna (For Jim Nichols Arran CVS)
Councillor Alex Gallagher, Members Services, North Ayrshire Council
Sandi Hellowell, Regional Director, Visit Scotland
Isobel Kelly, Assistant Principal Officer (Welfare Rights), Social Services), North Ayrshire Council
Councillor Ruby Kirkwood, Members Services, North Ayrshire Council (for Councillor Anthony Gurney)
Joy Love, Partnership & Stakeholder Manager, Scottish Enterprise
Hugh McGhee, regeneration Manager, Cunninghame Housing Association
John McKnight, Principal Officer, Community Learning & Development,, North Ayrshire Council
Stephen McLaughlin, Manager, Volunteer Centre
Marlene McMillan, Lead Public Health Practitioner, NHS Ayrshire and Arran
Jan Ward, Head of Service, Educational Services), North Ayrshire Council
Irene Gott, NHS Ayrshire & Arran
Dave Wilcock, Community Manager, Kilmarnock College

In Attendance

Shirley Laidlaw, Community Planning Assistant (Chief Executive's), North Ayrshire Council
Andy Lee, Labour Market Initiative Co-ordinator, Economic Development
Angus O'Henley, Economic Development Officer, Economic Development
Anne Todd, Community Planning Officer

Apologies

Jim Burns, External Relations Manager, Jobcentre Plus
James Ledgerwood, Project Manager, Irvine Bay Regeneration Company
Jim Nichols, Arran CVS
Frank Sweeney, Chief Executive, Cunninghame Housing Association

1. Welcome

Alex welcomed everyone to the meeting and the above apologies were noted.

2. Minutes

The minutes of the last meeting were approved.

2.1 Matters Arising

Learning and taking part framework

John McKnight advised that a meeting would take place on Monday 30th March to finalise the Learning and Taking Part Framework. Shirley will email members of the group to ask if they can attend.

ACTION: SHIRLEY

There were no other matters arising that were not already covered on the agenda.

3. Local Economic/Labour Market Update

Alex advised that as a standing item he would like a labour market statement for the area to be produced for each meeting.

For the purposes of this meeting Alex commented on updated statistical information, which had been previously circulated, to the Group by Jim Burns.

In addition to this, Alex advised that figures in the news today indicated that there are currently 23 unemployed people in North Ayrshire for over one vacancy. The Scottish average has also increased from 4.1 to 10.

There was some discussion on these figures and it was agreed that a more comprehensive set of figures be provided for future meetings. It was suggested that the Group could benchmark the figures for the future and compare them with the other Ayrshire authorities and Scotland wide. As part of this, It was agreed to ask Jim Burns to provide an update to the next meeting. **ACTION: JIM**

Alex advised that the Ayrshire Employment Task Force is hosting a jobs meeting for businesses on 24th March at the Park Hotel in Kilmarnock. This is to advise businesses on what is available for them in the current economic climate. Council initiatives, Chamber of Commerce, Skills Development Scotland, Scottish Enterprise, banks and representatives from the Inland Revenue will all be in attendance to offer advice. Sandi offered the support of the Visit Scotland Growth Fund Service to the event.

John Bell asked how the number of claimants has changed over the last year and asked if the figures that were discussed earlier could be broken down more, i.e. into ward, gender etc. **ACTION: ALEX**

4. SOA Action Plan

Anne advised that the SOA Action Plan would be submitted to the CPP Board on Thursday 19th March for approval. Anne circulated a copy of the actions that are relevant to this group. A final version of the Action Plan will be circulated to the Group after the meeting on Thursday. **ACTION: ANNE**

It was agreed that this Group would need to focus on these outcomes at regular intervals to ensure that these actions are being achieved. This will become a working document for this Group. Anne advised that she will provide quarterly reports to the Group, but these will only be summary reports, the Group will need to agree to ask for more detailed information and progress reports to ensure that actions are being achieved. It was noted that this Group could call on Lead Officers to attend the meetings to provide updates as and when required. **ACTION: ANNE/ALL**

Anne noted that she is waiting on actions from Jobcentre Plus to be included under 2a.

It was noted that the Action Plan does not need to be formally submitted to the Scottish Government, and that the actions can be added to if required.

Joyce noted that some of the actions are very generic and maybe more detailed statistical evidence is needed to ensure that that the action can be properly benchmarked and measured.

Alex advised that partners would be expected to work together to achieve the targets within the Action Plan and that Partners will need to take responsibility to ensure that the actions are completed.

Action 1a1 regarding lobbying the Scottish Government was highlighted as being ambiguous because this action will only be achieved when the A737 upgrade was complete and will require the input of other local authorities. It was, however, noted that this action will carry forward to future action plans, with reference to the work that has taken place to date. It was agreed to check with other local authorities to find out if they are carrying out a similar exercise, and if they should be noted as partners.

ACTION: ANNE

It was agreed to add the LSEP as a partner to action 1c.

ACTION: ANNE

5. Work and Training

Employability programme presentation

Andy provided background information on the current employability programmes. The employability programme was informed by a report by TERU, CPP consultations and was originally funded through the ROA. This coincided with Work Force Plus – an employability framework Scotland emphasising the role of strong employability partnerships.

Andy then provided an update on each of the employability programmes funded by CPP/ESF operating in North Ayrshire. The key aim of a seamless progression for clients amongst projects was emphasised.

Activity

Angus tabled a report, which showed progress to date for the employability programmes. He reported that deliverers are advising of finding it more difficult to place clients with businesses and identifying vacancies.. Regular monitoring meetings are however taking place with all deliverers to ensure that there everything is being done to meet targets.

The group noted that this new strategic partnership also has the responsibility for lifelong learning, and it was noted that measuring softer indicators was also important i.e. the results of mentoring and other stages within the progression to employment.

Stephen advised that the Scottish Government are currently looking at volunteering as route to employment, and have allocated £10m to assist with the implementation of this. Volunteering can be used as a route back to work for people how have just recently being unemployed in the current economic climate.

There was discussion on the importance of marketing and what is being done. Angus advised an employability leaflet will be redone for CPP week. John Bell also requested information on business involvement with the employability programmes.

ACTION: ANGUS – for next meeting

Referral and tracking system

This item had been carried on from a previous meeting.

Andy advised that the previous Social & Economic Development Thematic (SED) had discussed how to develop an appropriate tracking and referral system for clients. The SED Group agreed to look at management information systems available to tackle this.

Andy arranged a seminar to look at the Meganexus system, which was attended by some members of the SED group, delivery partners and representatives from East Ayrshire. The other systems that Andy had researched were Cognisoft and Hanlon. Andy tabled a report that summarised the findings of the 3 systems.

Andy recommended the Meganexus programme be purchase as a pilot for 1 year at a cost of £12,000. £10,000 would be met from the Labour Market Initiative Co-ordinator's budget and the remaining from Economic Development Services.

There was some discussion on the possibility of the duplication of other partners work and also the level of security for this web based system.

Hugh McGhee left the meeting at this point.

John McKnight highlighted that CLD have developed a web-based system, which is hosted by Netfocus and captures the learning activities of both young people and adults across North Ayrshire, as an example of how this type of system can work.

Joyce advised that she would need to look into how they could share the information that they collect

It was agreed that this was a positive developed but further information was required. It was agreed to check that North Ayrshire Council's IT Section are happy with the system particularly the security of the system. Once this has been clarified it was agreed to proceed with this a pilot system for 1 year.

ACTION ANDY

6. Sub groups/formal reporting

MCMC Strategy/ Action Plan

A copy of the MCMC Strategy and Action Plan had been circulated prior to the meeting.

The Strategy Report covered the background to MCMC and how the Sub Group was formed and the reason for this review. It also covered key achievements, evaluation of progress to date and key priorities for 2009/2011.

Jan advised that the Strategy Group have identified that the number of young people that leave school and go to a positive destination has improved, although there are some problems with their sustainability. Jan then advised that the Strategy Group is currently looking at how to tackle this. They are started to gather more detailed information from partners to analyse and look at this problem.

Dave advised that more young people are now staying on at college and that the colleges have choices to make regarding courses to run as their uptake this year has met its targets very quickly.

Marlene asked if there was an NHS representative on MCMC group and Jan advised that there was not one at present but that it had been agreed that there should be

someone. It had also been noted at the Scrutiny Committee review of MCMC that a representative be identified.

It was agreed that a representative from NHS Ayrshire and Arran be identified to sit on the MCMC Group. **ACTION ANNE**

7. Partners Updates/Issues

Dave left the meeting at this point

Business Gateway

Alex advised that the transfer of the Highland and Island gateway to the Council would take place on 1st April. And although there will be a transition period, this will not affect the clients.

Joy left the meeting at this point.

8. CPP Update

People's Panel

A report and a copy of the summer 2008 questionnaire had been circulated to the Group with the papers for the meeting.

Anne advised that a number of questions in the survey were used as performance measures for the ROA and the Community Plan, but that this has now been replaced by the need for Single Outcome Agreement (SOA) Indicators.

The questions relating to this group were noted in the report.

Anne asked for 1 or 2 people to meet with her to review the current questions. It was agreed that that members would contact Anne direct with any changes to the questions. The group were advised to be cautious when considering removing any questions which might be used for trend data, although there is no point in asking questions if no-one using the data for anything. **ACTION ANNE/ALL**

Community planning week (18-22 May)

Andy advised that after discussion with Anne the following proposals had been made for Community Planning Week.

- Find a job fair – signposting
- Targeted marketing material – create better awareness of the group and what it does
- Employer engagement breakfast – which may possibly link to the launch of the targeted marketing material

Anne advised that an initial planning meeting had taken place and another was scheduled for the following week. Communications have asked that agenda is finalised as soon as possible to allow adequate publicity for the event. It was agreed that Andy would be the lead for this group and Laura would be the lead for MCMC. Anne would invite them to the next Community Planning Week meeting.

9. Agenda items for future meetings

The following items were agreed:

- Workplace literacies
- Learning and Taking Part Framework
- Item 3 – labour market update – to be further developed

Community Benefits Seminar – 26 March

Andy advised that James Ledgerwood, URC had asked him to circulate information on a Community Benefits Seminar which would take place on Thursday 26th March. This seminar would be focused on targeted recruitment and training within public sector procurement. Anyone wishing to attend should contact James direct.

10. Date of Next Meeting

This was agreed as Tuesday 5 May 2009

Matters Arising

Minute Item	Action required	Responsibility	Checklist for next meeting ✓
2.1	Email group members re the Learning & Taking Part Framework Meeting	Shirley	✓ done
3.	Provide update to next meeting on the Labour Market and Flexible New Deal	Jim	
3	Break down figures on number of claimants etc into ward, gender etc	Alex/Jim	
4.	Circulate the agreed SOA Action Plan to the Group when approved by the CPP Board	Anne	
4.	Provide quarterly reports to the group on the SOA Action Plan	Anne	
4.	Consider requesting further information as and when required from projects, to ensure the group is confident that SOA Actions will be achieved	All	
4	Check with other local authorities to see if they are pursuing action 1a1 –lobbying Scottish Government re the upgrade of road links	Anne	
4	Add the LSEP to action 1c	Anne	✓ done
5	Prepare list of business that Economic Development and currently working with, to help identify difficult to reach employers.	Angus	
5	See guidance from NAC IT re the Meganexus system before purchase	Andy	
6	Identify a suitable representative from NHS Ayrshire and Arran for the MCMC Group	Anne	
8	Consider any changes from partners to the People's Panel questions	Anne / All	
8	Further discuss proposals for Community Planning Week at next CPW meeting	Anne / Laura / Andy	

North Ayrshire Community Planning Partnership

Economic & Learning Partnership

Minutes of meeting held on Tuesday 5th May 2009

Attendance

Jim Burns, External Relations Manager, Jobcentre Plus
Alex Anderson, Economic Development Manager, Economic Development **(Chair)**, North Ayrshire Council
John McKnight, Principal Officer, Community Learning & Development, North Ayrshire Council
Jan Ward, Head of Service, Educational Services, North Ayrshire Council
Joy Love, Partnership & Stakeholder Manager, Scottish Enterprise
Joyce Black, Senior Executive, Skills Development Scotland
Irene Gott, Head of Workforce Plus, NHS Ayrshire and Arran
Elaine Caldow (for Marlene McMillan)
Councillor John Bell, North Ayrshire Council, North Ayrshire Council
Councillor Anthony Gurney, North Ayrshire Council, North Ayrshire Council
Isobel Kelly, Assistant Principal Officer (Welfare Rights), Social Services, North Ayrshire Council
James Ledgerwood, Project Manager, Irvine Bay Regeneration Company
Jim Nichols, Manager, CVS Arran

Also In Attendance

Shirley Laidlaw, Community Planning Assistant (Chief Executive's), North Ayrshire Council
Andy Lee, Labour Market Initiative Co-ordinator, Economic Development
Angus O'Henley, Economic Development Officer, Economic Development
Anne Todd, Community Planning Officer

Apologies

Sandi Hellowell, Regional Director, Visit Scotland
Stephen McLaughlin, Manager, Volunteer Centre
Dave Wilcock, Community Manager, Kilmarnock College
Frank Sweeney, Chief Executive, Cunninghame Housing Association
Marlene McMillan, Lead Public Health Practitioner, NHS Ayrshire and Arran

1. Welcome

Alex welcomed everyone to the meeting and the above apologies were noted.

2. Minutes of last meeting

The minutes of the last meeting were approved.

2.1 Matters Arising

Meganexus

Andy advised that further to the last meeting he has investigated the security of Meganexus. He has spoken to Cathy Fraser, North Ayrshire Council's IT Section regarding this. Cathy has advised that she is happy with the system and will prepare a report on this. Andy advised that Cathy's input was excellent.

Community Planning Week

Anne advised that the publicity material was sent out on Friday. A final planning meeting will take place on the 6th May. Anne circulated copies of the leaflet. Andy is leading on this event.

Andy advised that James Watt College had been booked (20th May), and the "Pod". Around 10 different partners would be in attendance, and they would provide a robust service for anyone visiting the event. Andy advised that he would be meeting with partners after this meeting to finalised details for the day.

3. North Ayrshire Labour Market Statement: Jobcentre Plus

Jim advised that that general position with the current labour market is that Jobcentre Plus are seeing more people joining the register and staying longer. There is a range of support available through Jobcentre Plus and Jim circulated a copy of an internal document which Jobcentre Plus staff have been using. This document shows the services that can be offered to people.

The Ayrshire figures showed that they are down 23% on the same time last year. Jim tabled a report which showed the current vacancies in Ayrshire and North Ayrshire in particular. There are currently 6395 vacancies in North Ayrshire. Jim advised that there will be 1082 redundancies in Ayrshire within the next few months. Jobcentre Plus will provide support to those redundant workers and they will fund a skills transfer analysis for these people to look at current jobs and training.

There was some discussion on the priorities areas for the Scottish Government. These are: creative industry; energy industry; financial sector; food & drink; life sciences; tourism and education.

Alex circulated a paper on the claimant count for North Ayrshire. The report highlighted that there are mixed message across the whole area, and that this is a pan-Ayrshire issue. The CPP have a responsibility to tackle these figures.

There was some discussion on identified the redundancies for North Ayrshire and targeting support. Jim noted that although it is projected that there would be 1082 redundancies; only around 500 of these will register with Jobcentre Plus. Jobcentre Plus have been meeting with local businesses to provide support but they are dependant on the co-operation of these companies.

Jim advised that in relation to the UK; jobseekers have increased by 81% nationally, 61% in Scotland and 47% in North Ayrshire.

Jim stressed that there is a need to ensure that there is communication between partners and coordination of support. Partners need to share information on current vacancies. E.g. Jim is keen for the Partnership to get involved in the development of the new Sainsbury in Irvine, but there is a need to move quickly.

4. Jobcentre Plus: new services

This was covered above with the handout for Jobcentre Plus employees.

5. Employability Programme – 0809 outcomes

The report tabled which showed the employability programmes outputs from April 2008 to March 2009.

Angus advised that although figures overall are very positive, no.s into employment have slowed down over the previous three months. However project Steering Group meetings are taking place regularly with partners and deliverers to ensure that programmes have strategies in place to deal with this. A key objective is to convert transitional employment placement into full-time jobs by better employer engagement.

Angus advised that all programmes have been asked to re-profile their targets for the next 12-15months to ensure original targets set are achieved.

It was agreed that there needs to be continual monitoring in this area detailing new programmes from DWP and ensuring they link and compliment current activity mapped on the employability continuum; and where appropriate to refresh the continuum.

It was suggested that on an ad hoc basis a sub group be formed in the future to take this forward.

Jan advised that the MCMC action plan had been recently refreshed but that it was important to consider this as part of any future review of employability activity.

6. SOA Action Plan

Anne advised that this has been circulated to the Group after agreement from the CPP Board. This is now the work plan for this group. The Group need to decide on how performance reports are to be submitted. Anne will continue to bring quarterly progress reports to the Group. These reports contain a summary of progress.

The Group needs detailed progress reports on projects. Alex asked if partners were happy to complete a template to update at every meeting. This was agreed. Alex and Anne would discuss the reporting template. It was also agreed that the next agenda would be structured around the SOA.

AGREED: ALEX & ANNE / ALEX

7. Sub groups Update

MCMC

Jan advised that the work of the MCMC Group has recently been looked at by the Council's Scrutiny Committee to check its effectiveness regarding what it set out to do.

One of the recommendations made by the committee was that Elected members should be represented on the MCMC Group. Jan suggesting that the Elected Members on this Group could attend, some or all of the meetings. Councillor Bell welcomed the opportunity to view the papers and be kept up to date, and then decide if representation at each meeting was relevant. Councillor gurney agreed.

ACTION: SHIRLEY

Anne advised that there is now a sub-group reporting template for Sub-Groups to feed into the strategic partnerships. Anne agreed to circulate the template to the Sub-Group Chairs which report to this Group. **ACTION: ANNE**

Jan advised that another action was to ensure that there is a strong commitment to ensure that young people are continuing to be supported into positive destinations.

Two new developments which will ensure this takes place are:

1. By 2010 every young person has a learning offer when they leave school. This has been piloted in some schools and has been very successful and will now roll out to all schools.
2. Another development is looking at non-formal learning for young people who are furthest from the employability market. Jan will meet with the Scottish government in a few weeks to further discuss this.

It was noted by the Group that encouraging young people to stay on at schools is still probably their best option.

8. Partners Updates/Issues

LSEP

Alex advised that an initial meeting had taken place last week, made up from the core group that was left from the last LSEP. NAC Economic Development, Community Learning and Development, and representatives from the CVSs attended.

The group agreed to broaden its membership to include actual social enterprises delivering in North Ayrshire. Membership was also opened up to the broader CPP partnership.

The big issue for the Group is capacity building and segmenting the support available for the third sector. Another issue is procurement and how to convince people that with regard to contacts, the third sector has the ability to deliver these.

The next meeting of the Group will be a formal meeting.

Financial inclusion

Isobel advised that the team are continuing to work towards their main objectives.

They are currently working in difficult economic environment and there have been complicated situations around homeownership and secured loans, the credit industry is changing and there has been a restriction on benefits.

Isobel advised that they have moved some of the financial inclusion staff to work more with mainline services. Next year they will continue with frontline services but cut back a bit with other revenue costs to be able to cover the fuel poverty initiative.

With regard to access to affordable credit, there has been a major success is that north Ayrshire was identified as a red area for mismatch of affordable credit. First alliance are now operating and also DWP loans. They are on target with current accounts and the credit union.

Isobel advised that they have met around 14 out of 17 targets for the year and that she is happy with the rate of work going through the project. The challenges are engagement and reaching the hard to reach groups.

Jobcentre Plus

Jim advised that Group of the following:

- The DWP has several contracts for around £7bn of funding for the Flexible New Deal programme. All information regarding bidding etc, can be found on the DWP website.
- Deprived Area Fund will be available for another 2 operational years, with £300,000 being made available in North Ayrshire each year. The new contract will be awarded in October 2009.

Business gateway

The results of the first full year of contract will be reported to the next meeting. There have been 20 business start-ups and 30 interventions for companies that are already in the area.

9. AOB

Getting People into Work Leaflet

Angus circulated a draft of the leaflet which would be sent to local businesses to outline support available in North Ayrshire. Angus asked for any comments/additions to him ASAP. This will be sent to all businesses in North Ayrshire and launched at the start of Community Planning Week.

10. Date of Next Meeting

This was agreed as Tuesday 9 June 2009

AGENDA ITEM 2

Minute Item	Action required	Responsibility	Checklist for next meeting ✓
5.	Form Sub-Group to look at current announcements and the Employability Continuum	???	
6.	SOA Action Plan Alex and Anne to discuss the reporting template for members of the Group to use	Alex / Anne	
6.	The next agenda would be structured around the SOA	Alex	
7.	Ensure information re the MCMC Group is sent to this Group	Shirley	
7.	Send sub-group reporting template to Sub-Group Chairs that report to this Group	Anne	

North Ayrshire Community Planning Partnership

Economic & Learning Partnership

Minute of meeting held on 9 June 2009

Attendance

Alex Anderson, Economic Development Manager, Economic Development (**Chair**), North Ayrshire Council

Councillor John Bell, North Ayrshire Council, North Ayrshire Council

Marlene McMillan, Lead Public Health Practitioner, NHS Ayrshire and Arran

Jim Nichols Arran CVS

Stephen McLaughlin, Manager, Volunteer Centre

John McKnight, Principal Officer, Community Learning & Development, North Ayrshire Council

Isobel Kelly, Assistant Principal Officer (Welfare Rights), Social Services, North Ayrshire Council

Alan Milson (for Agenda Item 6 only)

Dave Wilcock, Community Manager, Kilmarnock College

Jim Burns, External Relations Manager, Jobcentre Plus

Brian Cameron, Area Manager, Skills Development Scotland

Jan Ward, Head of Service, Educational Services, North Ayrshire Council

Councillor Anthony Gurney, North Ayrshire Council, North Ayrshire Council

Also In Attendance

Shirley Laidlaw, Community Planning Assistant (Chief Executive's), North Ayrshire Council

Andy Lee, Labour Market Initiative Co-ordinator, Economic Development

Angus O'Henley, Economic Development Officer, Economic Development

Anne Todd, Community Planning Officer

Apologies

James Ledgerwood, Project Manager, Irvine Bay Regeneration Company

Joy Love, Partnership & Stakeholder Manager, Scottish Enterprise

Irene Gott, Head of Workforce Futures, NHS Ayrshire and Arran

1. Welcome

Alex welcomed everyone to the meeting and welcomed Brian Cameron, Skills Development Scotland to replace of Joyce Black. Alex advised that this would be Dave Wilcock's last meeting, Alex thanked Dave for his contribution to the Group.

2. Minutes

It was noted that Jim Nichols attended the last meeting although this was not reflected in the minute. Shirley would amend this.

The minutes of the last meeting were approved.

2.1 Matters arising

Meganexus

Andy advised that he met with Meganexus, now that the security issues have been finalised. A meeting will now take place with partners to discuss information needs.

Jim asked for clarification as to which partners are involved. Andy confirm that it is CPP partners for now as this is a pilot, but that many change if it is successful and is rolled out.

CP week

Anne advised that the CPP were happy with the overall event, and are considering running another event next year. Around 100 people attended the support for employment event. An evaluation meeting will take place at the end of the month to discuss how lead officers felt the event went. Angus advised that the employment leaflet was distributed to around 1000 companies in North Ayrshire, as well as the people who attended the event.

SOA Action Plan

Anne advised that copies have been sent to partners. Anne met with Alex last week to discuss SOA Action Plan reporting arrangements to the Group.

Anne advised that she provides quarterly summary reports to the Management Group. It was agreed that a template would be issued to partners electronically for them to note as their contribution to the SOA.

Alex noted that the Group has a wide agenda they need to focus on the 10 tasks within the SOA that it is responsible for. If partners wish to update the Group on their action, then the template can be completed prior to the meeting so that it can be circulated to the Group. Any issues/questions can then be raised at the meeting.

Anne noted that the template is similar to the ones that the Strategic Partnerships use for the Management Group and that the Management Group uses to report to the CPP Board. Partners welcomed the template and thought it was good to feed information in to the Group. Anne agreed to send the template to members of the Group.

LSEP

Angus advised that the Group had met on Friday and discussed trying to re-launch the LSEP to promote Social Enterprises in North Ayrshire. Membership of the Group has been discussed and will now include Social Enterprises themselves. One action from the meeting is the need for the LSEP to develop an Action Plan that ties into the SOA to show links and impact on the SOA Outcomes. The next meeting will take place in August and a report will be made back to this group.

It was agreed to change agenda slightly and bring forward Agenda Item 6 – Workplace Literacies, update by Alan Milson.

3. Labour Market Update

North Ayrshire Unemployment Profile April 2009

Alex advised that there has been a report produced call ‘ North Ayrshire Unemployment Profile, April 2009. This was tabled to the Group.

The report shows that North Ayrshire has increased from 3.9% to 6% unemployment from last year, and is now the highest in Scotland.

Jim advised that this report measures the jobs at Jobcentre Plus and we shouldn't lose track of the other jobs that are available. This is only a percentage of jobs in the current market, and given an indication of the labour market but not the full picture.

Jobcentre Plus Update

Jim advised that the number of new people coming to Jobcentre Plus last year was around 200 per week. From January to March this year that figure has been at around 237 per week, but is now down to around 208 per week. It looks as though these figures have reached their peak and are now coming back down.

Jim noted that people on Job Seekers Allowance are now staying longer and JCP are now thinking about the services that they provide and what they need to do.

JCP are working with local businesses that have announced redundancies.

4. Employability Update

Future Jobs Fund

Alex advised that the Government's Future Jobs Fund is aimed at combating youth unemployment and will help to create around 150,000 jobs across the whole of the UK, with around £1bn being made available for this. A bid was submitted by the CPP for 180 placements over 18 months, which roughly equates to around £1.17m. Feedback to date is that North Ayrshire CPP has been successful in the first phase of the bidding process, which was assessed by DWP, and the bid will now be sent to an assessor for further scrutiny.

The Fund will provide an allowance for placing young people, at risk of being unemployed for more than 12 months, in training/employment. A funding allowance will be given for placement. Some pre-work has been done within the CPP to identify these placements. It is hoped that the young person will get 6 months training then go back to Ceis for further help to secure employment. This will start on 1st October 2009, there will be 180 over the course of 18 months, and roughly £1m.

Alex/Andy advised that they are keen for partners to come forward if they can offer placements. Partners discussed the placements they could offer:

- NAC hr dept 10-15 placements
- CVO – possibility
- 10 places for the Environment Partnership (i.e. paths networks etc)
- Links with MCMC Group

Alex/Andy will meet to further discuss the proposal and what opportunities/placements are available.

Anne asked if this could be taken to the Environment Partnership's next meeting.

Jim asked how these decisions would be made. Alex advised that a draft proposal would be drawn up in conjunction with partners for submission to the DWP. There was some discussion on who could apply for this funding, it was noted that private sector can bid for this, but it will be a stronger if the bid is made as a CPP.

Brian advised that SDS are discussing this at present as there needs to be a national view on this, Brian will report back on this to a future meeting.

Alex noted that this is a major piece of work and it will be a good outcome if it is secured for the area

Community Benefit Clauses

Andy advised that there are 2 pilot projects running at the moment that have built Community Benefit Clauses, these are the URC and CHA. Andy advised that they have now got around 25 young people on different sites that have gone through this process. As these are pilots, they will be monitored to see how the young people get on and if they are retained by the company, but there needs to be recognition of what has been achieved because of the infrastructure and partnership working of this group and the MCMC Group.

Angus advised that for the 12 positions within the Vineburgh pilot there were around 600 applicants.

Jan advised that the housing management course for CHA has been very successful as well and there are good partnership arrangements with CHA.

It was noted that this is something that is just developing and is focused on capital programmes now but there is a need to look at revenue programmes in the future.

5. North Ayrshire: An Attractive Place For Business

Business Gateway

Alex had said at the meeting that he would bring figures along to the meeting on the number of start-up businesses for North Ayrshire. There have been 264 start-up businesses in North Ayrshire. The target was 234, which compares roughly the same for South and East. There have been 700 in mainland Ayrshire for the year although the number of VAT registered has been very low, but this is being looked at. The encouraging thing is that we are ahead of target. There are offices in Irvine, Kilmarnock and Ayr.

Island Gateway

There is a target of 20 start-up businesses for Arran, but to date there have been not. Meetings have been arranged with clients on Arran and Cumbrae.

A lot of the figures are Ayrshire at the moment, but this will be changed to Council statistics soon.

Business Support Services In North Ayrshire & Tourism Development

Alex advised that this was put on the agenda with a view to a future presentation being given to the group. Figures are being collated at the moment, and some programmes will run for 18 months. It was agreed that someone from the Business Development Unity will attend a future meeting to outline where the council's priorities lie.

Jim asked for clarification on Visit Scotland's role. Alex advised that Visit Scotland is still the key marketing agency for tourism in Scotland. Jim noted that Visit Arran would be welcomed contributing to the CPP, and a prominent one on Arran. Alex provided some statistics on hiking and hill walking visitors, and there was some discussion on whether North Ayrshire has the correct facilities in place to target these tourists, and if more needs to be done. It was agreed that Visit Scotland would attend the next meeting to advise of their views.

Alex agreed to ask Visit Scotland to attend this meeting. Jim urged partners' commitment to attend meetings.

6. **Workplace Literacies**

Alan Milson, CLD gave an overview/update on workplace literacies in North Ayrshire.

Overview

- 1 in 5 people have problems with their literacy and numeracy skills
- Skills for Scotland
- SOA
- North Ayrshire strategy for birth to 100 years

Information about learners

- 1178 learner engaged in north Ayrshire in the last year
- 25 venues across north Ayrshire
- Various course
- 92% increase their knowledge

Workplace

- Businesses and organisations accessing workplace literacies opportunities
- Provision offered to larger employers
- 63% stated that course has helped them
- Figures of provision – rising
- 29 new companies asked for additional information, companies asking for repeat courses, online courses, Jobcentre Plus national pilot
- English for Speakers for other Language (ESOL) – 63% of those who completed evaluation have stated that this has helped them –progressing and developing this

Alex noted that this is an area that ties into a few SOA outcomes. Alex asked for the estimate base in North Ayrshire. Alan said around 25% of the adult population in North Ayrshire have literacy needs and in this changing economic downturn people are changing jobs that haven't done so for a while. There is a need to look at this more closely.

Brian noted that there was issues with the people that are being made redundant, as they have no CVs prepared and do not possess the skills to do so online, as is required in a lot of jobs new.

The Group thanked Alan for his presentation.

7. **Sub-Group / Partner Update**

MCMC

Jan advised that it had been agreed at last meeting that the Elected Members on this Group would be sent the papers for the MCMC meetings and all future correspondence.

North Ayrshire is piloting activity agreements which is a learning opportunity to support young people who are furthest from the job market. This will be a more informal learning programme to focus on softer skills, time keeping etc. The young people will be paid to go on this. It is a project which aims to prepare young people for employment. This pilot is still being developed with the Scottish Government, but hopefully the first activity agreements will be in place by August 09.

There was discussion that college places are filling up very quickly this year, with applications up 40%. Some of these are people who have been on apprenticeships and have been paid off and want to go to college. It was noted that anyone applying for bursaries should do this sooner rather than later.

Cllr Gurney raised the issues that South Ayrshire have reduced the engineering/computing classes and increased in hairdressing and beauty therapy. Is this a national issue and are colleges doing to this ensure that they have attendance levels and receive payments. Dave advised that this isn't something that Kilmarnock College has done at the moment, and advised that Jim Burns has visited the college recently to advise of the current labour market.

Brian noted that activity agreements tend to focus on young people further from the labour market, this includes drug and alcohol abuse; criminal convictions, etc. The activity agreements are trying to engage these young people.

Financial inclusion

Isobel advised that last year there was a change over in Financial Inclusion from being Ministerial Funded to part of the Fairer Scotland Fund. Financial Inclusion is now appears in national strategies. North Ayrshire was asked to showcase some products and service at the good practice, at the first Financial Inclusion Forum meeting in Hamilton.

First Alliance is now highlighted as a success and they are hoping to increase membership and widen coverage, work in housing association offices.

8. AOB

Town Centre Regeneration Fund

Alex advised that the Scottish Government announced that £60 million would be made available as a Town Centre Regeneration Fund in February 2009. The deadline for the submission of bids was Friday 5th June. North Ayrshire Council and the URC have submitted 11 bids for one-off town centre capital works. The funding is for 1 year only and has to be fully spent by 31st March 2010. This is the first round of the bid with another round of bids in August 09.

Alex suggested the Group consider if this can be tied into training opportunities, e.g. site tidy, fencing, pathways. Alex advised that North Ayrshire should be notified by July 09 if they have been successful.

Community Planning Update, Anne Todd

Anne advised that a report was submitted to the Management Group on the FNA Funding for year 3. The report suggested that a forward plan of FNA initiatives is carried out, with recommendations for funding being submitted first to the Management Group then to the CPP Board. The CPP Board will then be in a position to make recommendations to the Council.

Anne advised the Group that a desktop review of reports and face-to-face meetings/interviews with strategic lead officers would take place over the course of the next few weeks.

Flexible New Deal

Jim advised that the Flexible New Deal would start in October 2009. The DWP have received two tenders to deliver the service, and the successful tender will be notified by the end of June/July if they have been successful. This will then open up the chance for sub-contractors, and this will be advertised on the DWP website.

9. Date Of Next Meeting

This was agreed as 4 August 2009.

For discussion at next meeting:

- Tourism and business support
- Year 3 funding
- To be discussed at this meeting

North Ayrshire Community Planning Partnership

Economic & Learning Partnership

Minutes of meeting held on Tuesday 15 September 2009

Attendance

Jim Nichols Arran CVS
Hugh McGhee, Regeneration Manager, Cunninghame Housing Association
Marlene McMillan, Lead Public Health Practitioner, NHS Ayrshire and Arran
Alex Anderson, Economic Development Manager, Economic Development (**Chair**), North Ayrshire Council
Councillor John Bell, North Ayrshire Council, North Ayrshire Council
Councillor Anthony Gurney, North Ayrshire Council, North Ayrshire Council
Isobel Kelly, Assistant Principal Officer (Welfare Rights), Social Services, North Ayrshire Council
John McKnight, Principal Officer, Community Learning & Development, North Ayrshire Council
Jan Ward, Head of Service, Educational Services, North Ayrshire Council
Brian Cameron, Manager for Ayrshire, Skills Development Scotland
Stephen McLaughlin, Manager, Volunteer Centre

Also in attendance

Shirley Caine, Community Planning Assistant (Chief Executive's), North Ayrshire Council
Angus O'Henley, Economic Development Officer, Economic Development
Anne Todd, Community Planning Officer
Steve Morley, Team Leader - Economic Development, North Ayrshire Council

Apologies

Sandi Hellowell, Regional Director, Visit Scotland
Cindy Robb, Business Development & External Funding Unit, James Watt College
Joy Love, Partnership & Stakeholder Manager, Scottish Enterprise
Jim Burns, External Relations Manager, Jobcentre Plus
Irene Gott, Head of Workforce Futures, NHS Ayrshire and Arran
Frank Sweeney, Chief Executive, Cunninghame Housing Association
James Ledgerwood, Project Manager, Irvine Bay Regeneration Company
Andy Lee, Labour Market Initiative Co-ordinator, Economic Development

1. Welcome and Apologies

Alex welcomed everyone to the meeting and the above apologies were noted.

2. Minutes of last meeting

Stephen asked for an amendment to page 3 of the minute to read: "the commissioning process is underway for the Activity Agreement Pilot in North Ayrshire."

The minutes were then approved.

2.1 Matters arising

LSEP

Angus advised that the LSEP pipeline information should be ready for circulation soon, this is part of a brochure which will be ready and sent out within the next couple of weeks.

ACTION: ANGUS / SHIRLEY

3. FNA Funding 2010/11

Anne advised that the FNA Funding recommendations made to the Board by the Management Group were approved at the Board meeting on 10th September. These proposals will now be submitted to North Ayrshire Executive meeting on 29th September.

The FNA Funding recommendations that relate to this Group are:

- Employability Programme - Continue at original Year 2 budget minus 3%
- Working for Families - Continue at Year 2 budget minus 11.5%
- More Choices, More Chances (MCMC) - Continue at Year 2 budget minus 3%
- Financial Inclusion - Continue at Year 2 budget minus 3%

Anne advised that the Rathbone initiative would now be linked to MCMC.

Jim Nichols asked if North Ayrshire would consider submitting a bid for Leader Funding to support the MCMC Programme, as this had been done in Argyll. Jan advised that this is something that can be looked into.

ACTION: JAN

Angus advised that ESF and ERDF Funding is currently used for the employability initiatives. The Scottish Government has approach North Ayrshire to ask if they would like to extend this funding for another year.

Alex noted that the CPP might need to look at other funding sources due to the cut of 3% per year. Although it was noted that the Employability Initiatives are already match funded.

4. Future Jobs Fund

The report submitted to the CPP Board on 10th September was tabled.

Alex advised that the Government had announced a £1 billion Future Jobs Fund to create around 150,000 new jobs. This is a new approach to create jobs and provide hope for those most in need: young people, disadvantaged groups and others in deprived communities.

The Department of Work & Pensions (DWP) called for all interested partners to submit bids by the 31st of June. North Ayrshire Council on behalf of the North Ayrshire Community Planning Partnership submitted a successful bid for £1.17m.

DWP are in the process of issuing Condition of Grant letters to all successful applicants with the first placements coming on-line in October.

The programme will provide 180 placements over 18 months, 3 tranches of 60 placements. The CPP has asked all partners to submit initial expressions of interest and 70 placements have been identified. Alex noted that the placement might change over the course of the 2nd or 3rd intake, as partners may increase or decrease their available places. Alex asked partners to make any expressions of interest to Andy Lee, Labour Market Co-ordinator.

Alex advised that DWP want to speak to local authorities regarding their placements, as they may be able to fund additional placements to the original bid.

Alex also advised that SCVO have put in a bid nationally for 5500 placements across Scotland. North Ayrshire would receive an allocation of around 48 placements. Discussions have taken place to ensure there is no duplication.

Trainees will have a two week placement with Jobs Access to develop literacies, timekeeping etc and they will return to Jobs Access after the 6 months training for one-2-one support to assist them to find a positive outcome. Clients will be referred by Jobcentre Plus and the CPP will charge DWP for the release of funds.

Alex advised that a Co-ordinator would be appointed to work with all employers and trainees. This person will be the contact for all placements. It is hoped that this could be filled on a secondment basis; further information will be circulated to partners.

Marlene asked for some clarification on the funding allocated to each placement.

Alex advised that £6,500 has been allocated for each placement. The trainees will receive £4300 if they are allocated the minimum wage. £300/400 per placement will be allocated for the Co-ordinator and the remaining £1900 will be for any training materials that require to be purchased.

Marlene asked if partners could be flexible with the funding, i.e. if they wanted to pay more than the minimum wage? Alex advised that this would be possible, but the key area for the placement is to ensure they receive adequate training.

Also it was noted that each placement would end after 6 months, extensions are not allowed. Alex advised Marlene to speak to him direct if she had any specific questions.

Jim Nichols asked if it would be possible to get the locality information for the clients for SCVO. Alex advised that they would be from the whole of North Ayrshire but that he could get that information.

ACTION: ALEX / ANDY

Any queries should be directed to Andy Lee, Labour Market Co-ordinator, tel: 01294 225194 or email: alee@north-ayrshire.gov.uk

5. DWP Update – Jobcentre Plus

Angus advised that he had spoken to Jim Burns, and received an update on the Flexible New Deal and Deprived Area Fund. A copy of the update was tabled.

Flexible New Deal

This has a start date for October 09 and The Wise Group, and Work Directions have been contracted as suppliers. Both are working closely with CEIS and the Volunteer Centre.

Deprived Area Fund

This is also starting in autumn and is out to tender at the moment, around 4 bids to deliver services in this area. The decision is made at the district level, jobcentre plus management at local level will make the decision.

It was agreed to ask Jim Burns if was able to attend the next meeting to provide updates on the above as well as the Community Task Fund and Future Jobs Fund.

ACTION: SHIRLEY

6. Sub Group/Partners Update

James Watt College

The report was noted.

There was some discussion on the courses availed for winter leavers due to the increase in people going to college. It was noted that colleges have expressed concern about the provision available for January 2010.

Jan noted that there should be more details on this at the next meeting, but noted that Activity Agreements would possibly provide a better option for some young people.

Jan agreed to put this on the agenda for the next MCMC Group meeting

ACTION: JAN

VisitScotland

The report was noted.

Financial inclusion

The report was noted.

Isobel advised that she is currently looking at ways to publicise the services. She will be contacting employability partners to participate in local events, and also looking at events in the community i.e. surgeries etc, to reach to try to engage with the hard to reach group.

Isobel then circulated copies of flyers for high interest, doorstep lending. This a growing issue in the approach to Christmas. Isobel advised that she has spoken to the CPP Team regarding an event to raise awareness of this and also liaised with the credit union to ensure that they can meet any demand as a result of the publicity events. Brian suggested contacting the local press to see if they would pick this up.

Volunteer centre

The report was noted.

Stephen advised that for the month of August this year 120 people had approached the Volunteer Centre to register their interest in volunteering. This is usually a holiday month and normally sees less interest, but due to the economic downturn, more people are approach the Volunteer Centre

CLD, North Ayrshire Council

The report was noted.

The report provided a range of information against the SOA Action Plan Outcomes.

John advised that work with Jobcentre Plus has produced very useful and interesting results in the last 2 months. It was noted that there is an increase of adults looking to up-skill or maintain their skills.

Educational Services, North Ayrshire Council

The report was noted.

Jan advised that two of the organisations, which have received funding from Inspiring Scotland, are now active in North Ayrshire. Impact Arts ran a summer programme for 37 young people and initial indication are that 34 have moved to either education, employment or training. Enable Scotland will be working with 30 young people with learning disabilities and meetings will take place later this week with head teachers from special schools.

7. Response to Youth Unemployment – Skills Development Scotland & Educational Services

16+ Learning Choices

Jan advised that this programme is to ensure that every young person has an appropriate, relevant, attractive offer of learning made to them, well in advance of their school leaving date, this may include staying on at school.

Guidance staff and SDS careers advisors are key to the development of the programme. They need to work very closely with the young person to find out what offer would be the best for them. Jan advised that there is also a student support worker within James Watt College. Last year two North Ayrshire secondary schools were involved in the pilot, but this year it will be all North Ayrshire secondary schools. Funding from the Scottish government for this pilot has also provided a post of 16+ Learning Choices Development Officer, Laura Cook, who oversees the project this and acts as a central point of contact.

Brian noted that returning to school is classed as an offer. There is an issue with statutory school leavers who want to leave school at the first chance. An analysis has been carried out and the following statistics were gathered:

- 70% of those who are unemployed 6 months after leaving schools are statutory leavers
 - 17% of these were in FE
 - 22% of these were in training
 - 40% of those unemployed 6 months later are still unemployed

Brian advised that data sharing across the partnership has improved and better information is gathered from this analysis. This report will be submitted to the Scottish Government, and then circulated to the CPP when published.

Jim Nichols asked who made sure that 100% of all young people received a suitable offer? Jan advised that technically it is NAC Educational Services, although this is a partnership approach, and guidance staff and SDS Careers advisor work closely together to ensure this happens. There was some discussion on how these offers

are made and ensuring the suitability of offers for young people, timescales etc. especially with the current economic climate and the reduction of college places. I

Activity agreements

Jan advised that the Scottish Government would be piloting Activity Agreements in ten local authority areas, including North Ayrshire. This will be available to every young person as they reach school leaving age by improving the support, advice and guidance that vulnerable young people can access and offering a financial incentive to young people to put this type of learning on an equal basis with school or college. They will promote learning in a non-formal setting, i.e. in the community or third sector setting. North Ayrshire has been awarded £813,000 until March 2010.

Jan advised that they have already identified a cohort of young people who have not signed up for a positive destination and the pilot is currently at the stage of identifying provision for these young people. An Activity Agreements Co-ordinator post has been advertised and this person will co-ordinate the pilot. Jan advised that they will be looking to commission additional provision from partners, and any partners who are interested should contact Laura Cook in the first instance. It was noted that the provision would be across North Ayrshire and that the young people would be given travel expenses.

Councillor Gurney asked for any evidence which would suggest that young people who have shown no interest in learning to date, will be engaged with this method.

Jan advised that the role of the professional and key worker has been very important in the past and is key to this pilot. These people get to know the young person very well and help to identify the barriers to their learning and work with them to overcome these. The key workers need to be aware of all provision in the area. This pilot is modelled on a method that is already happening down south. Jan advised that the role of key workers has proved successful in projects such as CEIS and extended outreach.

John McKnight advised that these activity agreements are person centred and negotiated with each individual young person. Evidence of success can be found at the 3 Towns Motor Project and Caley Youth centre. These initiatives have been very successful in engaging young people outwith a formal setting to achieve SQA qualifications. The youth work approach and the skill of staff and tutors is very successful. This engagement builds on the core skills of confidence, aspiration, literacies etc.

Councillor Gurney noted the comments from John and Jan, but raised the issues that if young people are not being properly engaged with after 12 years of school then isn't this something that needs to be looked at. He asked if interventions should be put in place earlier to deal with this to avoid young people ending up in this situation.

Councillor Bell advised that the issue of early intervention is currently being considered, but this pilot is to deal with the issue that we face just now with regard to getting young people into education, employment or training. This is Government scheme that has been put in place to tackle the problems that exist at the moment.

Jan further advised that the group of young people that this pilot is targeted for are ones that are not in the school i.e. looked after and accommodated, and are the most vulnerable and at risk, but this agreement is not going to be their first point of contact with services or support, it will be in addition to the support they already receive.

Councillor Gurney stressed the importance of early intervention. Anne advised that the Corporate Parenting & Family Strategy Support and Family Connexions would hopefully tackle this.

Alex welcomed the new initiative as a pilot with a fresh approach, but noted Councillor Gurney's point that this needs to be closely monitored to measure success. This would be done through the MCMC Group and reported back to this group.

Brian noted that these agreements are very individual, and this is not about creating a mass programme. Something needs to be put in place to tackle this problem, and the Scottish government have felt that this is the area where help can be given. He noted that this pilot would be challenging even in a buoyant economy.

8. Town Centre Regeneration

Alex advised that this issue had been raised at the last meeting discussion, and had resulted in discussion from all partners on the current town centre work. It has been agreed to provide further details to this meeting.

Alex introduced Steven Morley, Team Leader Economic Development to provide an update on the current position of the bids.

The Scottish Government announced that £60 million would be made available as a Town Centre Regeneration Fund (TCRF) in February 2009. The fund is to complement efforts already underway in town centres across Scotland, which are feeling the effects of the economic downturn. The fund is capital only available from April 2009 to March 2010 and must be spent in this financial year. The fund opened for applications on 30 April 2009 and there are two rounds of applications, the deadline for the first round was June 2009 and the second in August 2009.

In the first round of applications North Ayrshire submitted 7 bids, of which, 3 were successful. These are in Ardrossan; Saltcoats and the Garrison on Arran. Of the four unsuccessful bids North Ayrshire Council will now fund the CCTV in the Garnock Valley.

In the second round of applications, bids have been submitted for Kilbirnie, Largs, West Kilbirnie and Trinity Church in Irvine. St Columbus Church in Largs has also submitted an application. An announcement should be made in late October 09. Steve advised that Economic Development have put forward funding for Dalry Shop Front Scheme.

There was some discussion on how to measure the effectiveness of this work. It was noted that all funding must be allocated by 31st March 2010, and it will be difficult to measure success in such a short period of time. It was suggested that local businesses be contacted to gather this information. Also any training/employment that has taken place due to this work could also be measured.

Alex agreed to update on this at a future meeting.

ACTION: ALEX

9. People's Panel Thematic Survey

Anne advised the Management Group, at its meeting on 2 September, agreed for the 2009/10 thematic survey to focus on the economic recession and its impact on individuals and communities. It was recognized that the theme cuts across all community planning priority areas. The CPP Board had advised at its meeting on 10 September that it would be interested in hearing the results of this survey. Therefore Anne is going to ask all strategic partnerships if they have any suggested questions for the survey.

Anne advised that the focus groups could be used to survey people who had been through the employability programmes.

There was some discussion on the questions that could be asked that would be useful for this group. It was agreed that Anne would speak to Steve Morley, Marlene McMillan and Brian Cameron to discuss possible questions.

ACTION: ANNE / STEVE / MARLENE / BRIAN

Marlene advised that she has a document that gave statistical information on the recession and the impact on health. Marlene would bring this to the group when it had been made public.

ACTION: MARLENE

10. CPP Update

Anne provided an update on the CPP Board meeting of 10 September.

Item discussed at the meeting were:

- SOA Action Plan 09/10 Q1 performance report
- ELP update and Future Jobs Fund Update
- All partners provided individual responses to their approach to economic downturn. This would be a standing item on future agendas with a composite report being produced for each meeting
- FNA Forward Plan 2010/11 – this was approved at Board level and has now to be submitted to Council Committee
- CHP – committee update
- Update on Alcohol and Drugs Partnership
- Discussion on the commonwealth games legacy - partners discussion
- Corporate parenting strategy – report noted
- Third Sector Interface – was agreed to invite them to next CPP Board to report

It was agreed to send the CPP Board reports on economic downturn to the Group for their information.

ACTION: SHIRLEY

Anne advised that the Community Planning Week Report has been printed and this will be sent to all groups soon.

11. AOB

None.

12. Date of Next meeting

This was agreed as 10:00am on Tuesday 3rd November 2009.

The following agenda items were agreed:

- Skills Development Scotland – presentation / Update
- Jobcentre Plus– presentation / Update

North Ayrshire Community Planning Partnership

Economic & Learning Partnership

Minutes of meeting held on Tuesday 15 September 2009

Attendance

Alex Anderson, Economic Development Manager, Economic Development (**Chair**), North Ayrshire Council

Joy Love, Partnership & Stakeholder Manager, Scottish Enterprise

Jim Burns, External Relations Manager, Jobcentre Plus

Councillor John Bell, North Ayrshire Council, North Ayrshire Council

Laura Cook, MCMC Co-ordinator, Educational Services, North Ayrshire Council

Stephen McLaughlin, Manager, Volunteer Centre

Isobel Kelly, Assistant Principal Officer (Welfare Rights), Social Services, North Ayrshire Council

Marlene McMillan, Lead Public Health Practitioner, NHS Ayrshire and Arran

Irene Gott, Head of Workforce Futures, NHS Ayrshire and Arran

Also in attendance

Angus O'Henley, Economic Development Officer, Economic Development

Andy Lee, Labour Market Initiative Co-ordinator, Economic Development

Steve Morley, Team Leader - Economic Development, North Ayrshire Council

Apologies

Cindy Robb, Business Development & External Funding Unit, James Watt College

Hugh McGhee, Regeneration Manager, Cunninghame Housing Association

Jan Ward, Head of Service, Educational Services, North Ayrshire Council

Sandi Hellowell, Regional Director, Visit Scotland

1. Welcome and Apologies

AA welcomed everyone to the meeting. Above apologies were noted.

2. Minutes of previous meeting:

Agreed

2.1 Matters Arising

The following matters were discussed which subsequently do not appear on the agenda.

- Leader Funding for MCMC client group: AA to discuss with Jan Ward **Action AA**
- Future Jobs fund: AL updated group that the initial batch of SCVO placements are targeted at Arran & Kllwinning
- January provision for Winter leavers: less provision than expected and may not be suitable to requirements of winter leavers. MCMC group to follow up **Action Laura Cook**
- Town centre bid – mid December decision

3. Sub Group/Partners Update

Progress Reports:

The following progress reports were presented:

Visit Scotland: report and progress noted. It was however suggested that more North Ayrshire specific information is required. AA to contact visit Scotland.

Action AA

Financial inclusion: overview of fuel poverty activity and future plans presented. Cllr Bell asked if the new heating systems being installed are making any difference to fuel efficiency, hence fuel poverty. IK to clarify this. IK also reported that a number of organisations including Oxfam and Save the Children were working in the area targeting child poverty. This caused concern regarding duplication of services with MCMC activity. IK to provide further information to the group.

Action IK

Education – report and progress noted.

Voluntary opportunities – report and progress noted

Employability programme – report and progress noted

4. Jobcentre Plus Presentation/ Update

JB gave a presentation covering a range of new services delivered by Jobcentre +.

Deprived Areas funding: This is an extension to an existing programme and covers 11 wards in North Ayrshire and is aimed at supporting areas of high unemployment targeting clients on JSA for up to 9 months. The new contract for an 18 month period and worth £800k will be delivered by Working Links. Concern was raised at the lack of partnership working achieved during the previous contract delivered by Working Links. JB stressed that Working links have been tasked to work more closely with existing providers.

Future Jobs Fund: Part of the young person's guarantee the Future Jobs Fund targets 18-24 year olds who have been unemployed for approaching 12 months. This criteria is relaxed for areas where unemployment is 1.5% above the national average (i.e all of North Ayrshire). The programme looks to create 15,000 jobs in Scotland over an 18 month period with roughly 400 in North Ayrshire. The programme in North Ayrshire will be led by the Council (180 placements); SCVO as part of their national programme will also deliver in North Ayrshire targeting the Community and voluntary sectors. NAC will appoint a co-ordinator to manage the process.

Community task force: CTF is part of the wider young person's guarantee available to all customers aged 18-24 who are approaching 12 months JSA, where a future Jobs Fund or other placement is unavailable or unsuitable.

This programme offers 6 months' placement. The contract for Ayrshire is part of a wider contract covering Edinburgh, Lothian, Borders, Lanarkshire and East Dunbartonshire. The contract is worth £4.8m: JHP, work directions, SCVO and TGB learning have all tendered for the work.

Flexible New Deal: The Wise group and Ingeus (formerly Work Directions) have been selected as prime contractors to deliver in Ayrshire jobcentre area. This is a 5 year contract targeting JSA 12 months +. JBC+ will refer clients to prime contractors.

Jim Burns suggested the FND deliverers be invited to a future meeting of the group to outline how they will deliver FND services in North Ayrshire.

Action AL/AOH

Recruitment subsidy: A Jobcentre+ subsidy is available to companies who recruit someone who has been claiming JSA for 6 months or more.

AA thanked JB for outlining services from JBC+. He concluded that given the new services being commissioned it was important that the CPP FNA funded activity was additional and provided support that is not provided through mainstream JBC+ provision. He suggested that initially a mapping exercise detailing delivery in North Ayrshire be carried out to clarify what services are available for customers and how future FNA funding should be targetted.

Action AL/AOH

5. CPP update

Morna Rae has been appointed as new CPP officer.

Fairer North Ayrshire Fund 2010/11: The Council's Executive have approved the CPP Board's recommendations for 2010/11. The Working and Training Programme will receive a total of £2,612,049 as follows:

- o £1,577,167 to the Employability initiative
- o £658,522 to Working for Families (which will become fully integrated into the Employability initiative)
- o £376,360 to MCMC initiative

SOA action plan: AA reported that the current SOA action plan is to be reviewed and a new action plan for 2010-2011 requires to be submitted to the CPP team by 31 December 2009. This provides an opportunity to review and further refine the existing action plan to make it more relevant to new and emerging issues which the group might see as priorities for 2010-2011. The E&L partnership will take lead responsibility for reviewing and developing the 'working and learning' section.

AA will contact relevant partners to progress this prior to the next E&L meeting on 15th December.

Action AA

6. Third Sector Joint Statement

SMcL gave a brief summary on the background to this statement which focuses on strengthening relationships and joint working between Local authorities and the third sector. This covers the new interface arrangements, opportunities for opening up procurement opportunities and other joint working arrangements with the Third sector.

7. Future agenda items

Skills development Scotland will make a presentation at the next meeting on their operational plan.

8. AOCB

- CPP week – 17-21 May 2010
- SIMD areas update 2009: SM updated group that the worst 15% datazone areas had increased in North Ayrshire from 33 to 45. SM explained that this represents

a very complex picture and that he was carrying out further analysis on the data and will update the group at a future meeting on implications for North Ayrshire. SM to circulate SiMD area map.

- Social Return on Investment: AL advised that Frontline consultants who are carrying out SROI research on behalf of the Scottish Government would like an opportunity to speak to the group on how SROI can be applied to employability services currently offered by the group. FrontLine to be invited to attend next meeting.
- Scottish Enterprise: highlighted a new business development programme: strengthening today, growing tomorrow. Further information on the programme will be circulated.

9. Date of next meeting:

This was agreed as 15th December 2009.

ACTION CHECKLIST

Minute Item	Action required	Responsibility	Checklist for next meeting ✓
2.1	Discuss Leader Funding for MCMC with Jan Ward	Alex Anderson	
2.1	Investigate requirements for winter leavers	Laura Cook	
3.	Contact Visit Scotland	Alex Anderson	
3.	Provide further information to the Group on the organisations in North Ayrshire targeting child poverty	Isobel Kelly	
4.	Invite Flexible New Deal delivered to a future meeting of the Group	Alex Anderson / Angus O'Henley	
4.	Carry out mapping experience of North Ayrshire provision to ensure there is no duplication with the range of mainstream opportunities that Jobcentre Plus are offering	Alex Anderson / Angus O'Henley	
5.	Contact partners re actions for SOA Acton Plan 2010/11	Alex Anderson	

North Ayrshire Community Planning Partnership

Economic & Learning Partnership

Minutes of meeting held on Tuesday 15 December 2009

Attendance

Alex Anderson, Economic Development Manager, Economic Development **(Chair)**, North Ayrshire Council
Councillor John Bell, North Ayrshire Council, North Ayrshire Council
Brian Cameron, Manager for Ayrshire, Skills Development Scotland
Isobel Kelly, Assistant Principal Officer (Welfare Rights), Social Services, North Ayrshire Council
James Ledgerwood, Project Manager, Irvine Bay Regeneration Company
Joy Love, Partnership & Stakeholder Manager, Scottish Enterprise
Stephen McLaughlin, Manager, Volunteer Centre
John McKnight, Principal Officer, Community Learning & Development, North Ayrshire Council
Marlene McMillan, Lead Public Health Practitioner, NHS Ayrshire and Arran
Jim Nichols, Manager, Arran CVS
Cindy Robb, Director of Business and Customer Relations, James Watt College
Jan Ward, Head of Service, Educational Services, North Ayrshire Council

Also in attendance

Shirley Caine, Community Planning Assistant (Chief Executive's), North Ayrshire Council
Andy Lee, Labour Market Initiative Co-ordinator, Economic Development
Angus O'Henley, Economic Development Officer, Economic Development
Morna Rae, Community Planning Officer (Chief Executive's), North Ayrshire Council
Nick Downs, Frontline Consultants (For Item 2)
George Thomson, Frontline Consultants (For Item 2)

Apologies

Sandi Hellowell, Regional Director, Visit Scotland
Irene Gott, Head of Workforce Futures, NHS Ayrshire and Arran

1. Welcome

Alex welcomed everyone to the meeting and Nick Downs and George Thomson from Frontline Consultants. It was agreed to have the presentation from Frontline Consultants first then return to the agenda.

2. Social return on investment (SROI)

The group received the presentation from Frontline Consultants, which covered:

- What is social return on investment
- What it can be used for
- The approach to evaluation
- Frontline's approach and how to understand and evidence value
- Other areas Frontline have worked in
- Financial proxy evidence
- Beneficiary Proxy

Frontline advised that an evaluation is very intensive, but can provide a useful tool for organisations to highlight the added-value and wider savings they make to the public purse.

They reported that it is not a cheap option taking between 3-6 months to complete for an evaluation covering 40 clients and costing in the region of £13,000. The costs would have to be picked up within the partnership.

However, over the longer term costs could be reduced by training existing staff members to conduct the evaluation.

Overall it was agreed that SROI is a useful tool in highlighting the additional social and community benefits projects bring. It was particularly suggested that SROI might be particularly relevant to Health and Social work services. SROI essentially helps build a business case for services – this could prove important in future funding rounds.

The group agreed to consider how this could be applied in North Ayrshire..

3. Minutes of previous meeting

The minutes of the last meeting were approved.

3.1 Matters Arising

Item 8 - Scottish Enterprise Marketing Campaign

Joy would send this to Shirley to circulate.

VisitScotland

Alex spoke to VisitScotland as regards getting more localised information for North Ayrshire. He was keen to build this into the SOA action plan.

ACTION: ALEX

Fuel Poverty

Isobel reported updated the group. She also advised that Save the Children didn't consult with partners prior to conducting their research although the research seems to have been well received.. Isobel will give further details at the next meeting.

ACTION: ISOBEL

4. Skills Development Scotland Presentation/ Update

The group receives the presentation from Brian Cameron, Manager for Ayrshire, Skills Development Scotland on Skills Development Scotland.

The presentation covered:

- SDS purpose and vision
- Corporate goals
- New skill organisation for Scotland
- The SDS organisational structure and directorates
- Key services

- Operations focus 2009/10
- Universal services
- Planned developments
- School offer
- Post school officer
- College offer
- Unemployed
- Employees and employers
- Branding “putting strengths to work”

The Group thanked Brian for his update.

5. North Ayrshire Third Sector Interface

Stephen provided an update on the development of North Ayrshire Third Sector Interface.

The presentation covered:

- National context and the background to the Interface
- Local view of the national picture
- The role of the Interface
- Interface Contribution
- Interface Timeline

Stephen advised that this presentation would be given to the CPP Board this week as well.

The point was raised that the public sector should not see the third sector should as a cheap option for service delivery. It also noted that many third sector organisations at present do not have the capacity to deliver large contracts. However, the Interface was welcomed as it represents a good opportunity to raise the profile of the Third sector and champion the need for increased capacity within the sector.

6. Sub Group/Partners Update

Jan provided a report on educational services activity.

It was noted that there will be a more detailed local picture will be available shortly from SDS. Jan agreed to circulate an update on what’s available for winter leavers

ACTION: JAN

Jan advised that the colleges have stated that they will not be able to provide information on courses available for the December leavers until January 2010.

Anne Todd is working with partners on activity agreements for young people.

Again the issue of college places for winter leavers was discussed and it was regretted that again there was no representation from the colleges at the meeting to discuss these issues which are a major concern for the group in terms of opportunities for youngsters leaving school.

Jan noted that we need to look at the wider range of provision as college is not always an option for these young people.

The URC wanted it noted that the employer has now taken on full time, the 6 apprentices that had been employed through the Kilwinning Main Street initiative.

7. CPP Update

a) SOA Action Plan 2010-11

Angus advised that it had been agreed at the last meeting to update this for comment /amendment today. Angus further advised that a range of partners have not yet returned their response: colleges; NHS; Scottish Enterprise, and urged them to submit their actions to him as soon as possible.

It was agreed that Angus would make the changes noted today and resend to all partners for comment.

ACTION: ALL/ANGUS

b) SOA Action Plan – Quarter 2 Progress Report

The group received SOA Action Plan – Quarter 2 Progress Report from Morna. Morna advised that there are currently 5 amber actions within the plan, all others are green.

Alex advised that:-

- Action 1c - Commission independent research into trading conditions within the area and satisfaction with Business Gateway and Council Business Support Programmes – is only amber as work will not take place until the end of the year, so this is really a timing issue, and
- Action 1c - Deliver a programme of Council owned factory improvements across North Ayrshire – is being investigated by the senior estates officer

c) Preparations for Community Planning Week 2010

The group received the report on Community Planning Week 2010 by Morna.

The report gave an overview of what happened at the even this year and a summary of lessons learned. Morna asked partners to think of any events for next year. It was agreed to put this on the next agenda.

ACTION: MORNA

8. AOCB

CLD Upskilling Programme

John advised that North Ayrshire had been awarded £18,000 for this year (09/1), which he is going to find out if can be carried to next financial year as there will be more funding available for 2010/11. John will provide more detailed information on this to the next meeting.

ACTION: JOHN

John advised that the HMI inspection of Auchenharvie Academy would take place on 11th January. John will contact key partners for any information report and a report will be submitted to this group when the inspection has been completed.

9. Date of next meeting

This was agreed as Tuesday 26th January 2010 at 10am

Items to carry forward to next meeting:

- Learning and Taking Part Framework and Action Plan,
- CLD Sector Upskilling Programme 2009-11

Alex thanked Jan for her contribution to the Economic and Learning Partnership and the CPP and wished her well in her retirement.

ACTION CHECKLIST

Minute Item	Action required	Responsibility	Checklist for next meeting ✓
3.1	VisitScotland Speak to VisitScotland regarding gathering more localised information for North Ayrshire	Alex	
3.1	Fuel Poverty Report back on breach in protocol	Isobel	
6.	Circulate information on programmes available in North Ayrshire for young people	Jan	
7	Circulate updated SOA Action Plan for 2010/11 to group for comments	Angus / All	
7	CP Week 2010 Discuss in more detail at next meeting proposals for CP week 2010	Morna / All	
8	Update at next meeting on CLD Upskilling Programme	John	
8	Report back on HMIE inspection when complete	John	