

## WALTHAM FOREST TOGETHER

### **Minutes of the meeting of the LSP Employment & Enterprise Theme Partnership held from 2.00pm – 4.00pm on Tuesday 18<sup>th</sup> March 2008 in Committee Room 6, Waltham Forest Town Hall (DRAFT)**

#### **Present:**

Fawaad Shaikh (Chair) (FS)	Waltham Forest Business Board
Jason Vosa-Baigrie (JVB)	JobCentre Plus
Clare Oatham (CO)	Learning & Skills Council representative (alternate for Sarah Carrick)
Gary de Ferry (GF)	WF Housing Association Liaison Group
Shifa Mustafa (SM)	LBWF, Assistant Director - Development
Julian Martin (JM)	Voluntary Sector representative per VAWF
Alison Dickens (AD)	North London Strategic Alliance
Ioanna Rossi (IR)	London Development Agency
Chris Dransfield (CD)	LBWF, Programme Manager – Economic Development

#### **Officers**

Bruce Clarke (BC) LBWF, Committee Manager

#### **Also in attendance**

Libby Allmand (LA) LBWF, Performance & Service Improvement Manager  
Ben Plant (BP) LBWF, Partnership Performance Manager  
Paul Convery Consultant, CESI

#### **1. Introductions and Apologies**

- 1.1 All those present introduced themselves.  
Apologies had been received from Iain Elliott (Waltham Forest College), Leora Cruddas (LBWF), Valentin Yombo Djema (Voluntary Sector representative) and Sarah Carrick (Learning & Skills Council)(Clare Oatham attending as alternate).

#### **2. Minutes of the meeting on 27<sup>th</sup> November 2007.**

- 2.1 Reviewed and agreed as presented.
- 2.2 Matters arising:
- Page 2, item 3.2 – further consider LAA local indicators at next meeting – item on today's Agenda.
  - Page 2, item 3.2 – LSC to supply data access link re NI 161/2 – Sarah Carrick on Annual Leave, Clare Oatham attempting to locate the relevant data link. **CO**
  - Page 2, item 3.2 – arrange a meeting with a senior representative of JobCentre Plus to discuss the relationship within an LSP context:
    - Letter received by Roger Taylor from Nick Drane setting out JCP's views; meeting remains to be set up (particularly with regard to WorkNet).
    - Ben Plant noted that GoL had identified a 'champion' to deal with WF's LAA Indicators 2008/11 (Phil Wynn Owen, a senior DWP officer) – one very useful meeting with the Leader has taken place, another is planned for early April to involve the Leader, Phil and Nick Drane to discuss the Council's relationship with JCP. BC to report back. **BC**

## WALTHAM FOREST TOGETHER

- Page 3, item 5.2 – prepare and circulate a revised draft EE&S Action Plan / Work Programme – item on today’s Agenda.
- Page 3, item 5.2 – revise the Strategy document to include the Voluntary and Community Sector as members of the LSP Employment and Enterprise Theme Partnership – revision made, amended version 3.1 to be uploaded onto the LSP Website.
- Page 4, item 6.1 – development of a local employment partnership arrangement between JCP and LBWF – JVB noted that a Volunteering Pilot scheme has just started and that a paper on Partnership / Work Experience will be produced. JVB
- Page 4, item 7.1 – further guidance as to how the topic of Child Poverty is to be covered by the LSP generally – relevant meeting scheduled for the end of March (linkages to City Strategy Pilot) BC
- Pages 4/5, item 7.2 – SC/JVB to put together a paper covering the creation / continuation of E&E Task Groups:
  - In the absence of SC, Jason noted that the WF Business Board is now handling the Business Support and Skills Forum.
  - Task Groups could possibly be better placed reporting to the WorkNet Steering Group.
  - CD noted that the proposed Work Programme is to contain a set of tasks that could be Task Group specific. In addition others could be developed such as Disabilities.
  - AD noted that it would be useful to have a list of existing Task groups – new groups would need to ‘plug in’ to what’s going on / what’s needed.
  - JVB agreed to work with SC/CO to integrate all the above suggestions into a paper. JVB/SC  
/CO

### 3. **LAA Quarter 3 Performance Report and LAA Indicators 2008 – 11: Update.**

3.1 Libby Allmand identified that within the E&E related indicators there were the same exceptions as in the 2<sup>nd</sup> Quarter:

A. Number of Lone Parents from NMA helped into sustainable employment:

- LA noted some improvement but still very off-target.
- BP noted the lack of clarity as to who you can / cannot count. Have looked at situation in 4 other Boroughs but no real help. WF has far more stringent conditions than other comparable London Boroughs – we seem to be the only Council where there are very tight SOA conditions – must only be those helped by WorkNet and not those helped via other mainstream providers such as JCP.
- AD noted that other Boroughs have similar results.
- CD noted that the process must be seen in the long-term; hope to see further improvements after April '08 based on the roll-out of the City Strategy Pilot.
- BP confirmed there is no underlying reward.

## WALTHAM FOREST TOGETHER

- B. Number of Incapacity Benefit claimants from NMA helped into sustainable employment:
- LA noted only 1 placement during the 3<sup>rd</sup> quarter; smaller target to achieve but results unlikely to change very much. Some engagement via training.
  - JVB noted that clarity from GoL is still needed regarding 'unpicking' the value added via WorkNet – keep being knocked back by GoL.
  - CD identified the imminent Pathways programme, within which lbs are to receive intensive support. Some 10k residents in the Borough are receiving IB, most of them in excess of 2 years.
- C. Number of VAT Registrations per 10,000 population:
- PC identified that WF is using 'total population' but should be using 'total adult population' – BP said we'd followed advice from GoL in that 'total population' was in the original LAA document; going forward it would be 'total adult population'.

3.2 Ben Plant presented the latest draft of the LAA 2008/11 Indicators, as endorsed at yesterday's LSP Board meeting. Noted the following comments:

- NI 6 has been dropped; NI 110 added.
- The 'Local' indicator 'Numbers helped into work by Worknet' should show the Lead Agency as the WorkNet Partnership.
- Document to be signed off by the beginning of June, Cabinet agreement in mid-April – key thing is the need to agree accurate definitions.
- Noted that when 2006/8 targets were agreed there hadn't been sufficient understanding re definitions. We're only just starting to receive the new definitions – between now and mid-April we're drafting new targets in conjunction with Partners, then negotiation with Central Government – are our targets sensible / in line with their expectations?
- LSP Board have reserved the right to withdraw from Indicators where targets cannot be agreed – must be confident that we can achieve targets ultimately set, bad news if we don't!
- Central Government has identified 'Priority (previously Iconic) Boroughs' – some 20 odd throughout the country (incl. Waltham Forest, Lambeth & Newham) described as 'interesting and unusual challenges' / 'Outer Borough showing Inner Borough characteristics'. This has resulted in a letter from GoL stating that Central Government aren't confident that proper targets can be set – the Leader is in dialogue with Phil Wynn Owen (identified as our LAA negotiation 'champion') with no clear picture as yet.
- There's a clearer picture regarding available resources over the next 12 months – looking to move an additional 1,000 people into employment – more intelligence that needs to be properly utilised.
- Belief that the 2 Local targets under 'Make the most of E.

## WALTHAM FOREST TOGETHER

London's Regeneration' will most accurately reflect the success of the E&E Partnership.

- Targets via agreed funding should go straight in to the Indicators.
- Could usefully compare the 07/08 results from Enfield & Haringey (roughly the same configuration as WF) with ours.

BP confirmed that he would be asking for formal sign-off once all the targets have been established.

#### 4. **Enterprise, Employment and Skills Strategy: Executive Summary comments and Work Programme.**

4.1 Paul Convery provided a brief update on progress – main Strategy now on LSP Website, Executive Summary still a 'working' document being discussed with CD, same language as the SCS, to be for public consumption showing competitive strengths and weaknesses, creating integrated system between the 3 strands of Central, Regional and Local developments, possibly 1 further iteration to finish.

Noted the following further comments:

- Pages 1-14 to be kept in, pages 15 forward could have less detail
- Still would be too long for public distribution – probably only needs 4/5 pages.
- Consider producing 2 documents – 1 almost as is and 1 considerably shorter for public consumption.
- Need clarity re objectives and actions to establish ownership.
- Evidence base should be included, although could encourage referral back to Strategy – good use of design could really assist.
- Summation – good design / attractive to look at / aim for 10/12 pages – appx 2 weeks time for start of the design phase.

4.2 The Chair asked for further comments regarding the Work Programme (to be extracted from the Strategy):

- Need mention of commitment to the Upper Lee Valley (to be taken up outside this meeting).
- How to attract inward investment.

#### **Actions:**

1. Refine the Executive Summary within 1 week, circulate to members for final comments.
2. Produce detailed Work Programme within 2 weeks – circulate to members – finalise by next meeting.

**PC/CD**

4.3 The Chair asked for comments regarding the Launch of the Strategy and Work Programme:

**CD/SM**

- Must be aware of current financial / economic conditions in the UK – possible recession – is our Strategy still viable?
- Need to highlight the long-term growth elements of the Strategy, especially those linked to East London developments (Olympics / Stratford City / Housing growth).
- Need to 'showcase' services.

#### **Action:**

3. Official Launch to be discussed – probably May 2008.

**CD/FS**

## WALTHAM FOREST TOGETHER

### 5. Welfare to Work Programme.

5.1 Jason Vosa-Baigrie spoke to the circulated paper – highlighted the following:

- It covers 2 parts – now and medium-term future.
- JCP doesn't count job entries – it counts levels of worklessness – new management structure, managing processes rather than target-driven outputs.
- Work Focus – to claim any benefit applicants must visit JCP and engage in a one-to-one conversation for appx. 40 minutes.
- New culture in dealing with employers – a proper matching process, applicant to job vacancy.
- Could develop a programme to work with job retention (LAA Indicators NI 152/3 – worklessness targets – one way to reduce numbers is to keep people in work).

5.2 Noted the following further comments from attendees:

- There's a plethora of available programmes – need a programme of training for partner agencies & advisers to help them understand what's going to be on offer (JVB said work was on-going with LSC – 'Helen's Map' now available to assist).
- There's still insufficient in-work support; 'how to do it' is the issue particularly with smaller employers with no in-house HR skills – need to sell the service to employers not individual employees – many possibilities but difficult to measure outputs.

### 6. Programmes and Funding – March 2008 update.

6.1 Chris Dransfield introduced the circulated update paper; the following comments were noted:

- City Strategy Pilot – appointments still outstanding, Framework Providers event now fixed for 16<sup>th</sup> April, meeting planned with Reed regarding Pathways.
- ERDF – now 3 of 5 expressions of interest successful, ULV area programme additionally to cover developing markets.
- BIDS – strategic review forum not compulsory but we will set up.
- East London Business Place – the Supply development officer is currently doing induction work with the Canary Wharf Group and should be working locally in the next month.
- LETF – funding for Phase 1 of the Construction Skills Centre is initially £100k, to open in April 2008.
- WorkNet 2012 – the telephone number shown will be operational up to the 2012 Olympics.
- North London Area Programme – theme 1 covers WF /Enfield /Haringey, theme 2 is Business Support and IR will follow up / provide update.

### 7. Any Other Business.

7.1 None raised.

**Date of next meeting:** Wednesday 21<sup>st</sup> May 2008, 2.00pm – 4.00pm,  
**Venue:** Town Hall Committee Room 2.

**Agreed**..... **Chair** **Date**.....

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