

**SCOTLAND'S DEVOLVED EMPLOYMENT SERVICES ADVISORY GROUP-
NOTE OF MEETING HELD ON 1 JUNE 2016
Scottish Government, 150 Broomielaw, Glasgow, G2 8LU**

Present:

Professor Alan McGregor, Director of the University of Glasgow's Training and Employment Research Unit (Chair)
Alison Armstrong, Digital Consultant, Scottish Government
Nick Butler, Labour Market Interventions Strategy Unit, Department for Work and Pensions (DWP)
Alastair Cameron, Chair of TSEF
David Coyne, Policy Advisor, Skills Development Scotland
Joanne Farrow, Employability Implementation Lead, Scottish Government
Alison Hippman, Employability and Skills, Scottish Government
Andy Lobban, Employability Implementation, Policy Officer, Scottish Government
Stephen McConnachie, Group Partnership Manager, Jobcentre Plus (Scotland)
Mike McElhinney, Head of Employability and Skills, Scottish Government
Kirsty McHugh, Chief Executive, Employment Related Services Association (ERSA)
Clare McIntyre, Employability Implementation, Scottish Government
Katherine Peskett, Programme Director, Scottish Government
Neville Prentice, Senior Director of Service Development & Delivery, Skills Development Scotland
Laurie Russell, Co-chair, Employment Related Services Association (ERSA)
Anne Maria Smith, Employability Programme Manager, Scottish Government
Paul Stuart, The Scottish Council for Development and Industry
Keith Turnbull, Technical Solutions Lead, Scottish Government
Sally Witcher, Chief Executive, Inclusion Scotland

In attendance for the Lockheed Martin report:

Jim McNair, Lockheed Martin
Mark Bennett, Lockheed Martin

Apologies:

Apologies were received from Liz Cameron, John Kemp, Lucinda McAllister, Stuart McKenna and Dave Moxham.

Welcome and Introductions

Professor Alan McGregor welcomed everybody to this, the seventh meeting of the Scotland's Devolved Employment Services Advisory Group.

Minute and Actions from Last Meeting

The Minute of the last meeting was agreed and it was noted that there was one outstanding action around integration and alignment where examples of practice had been sought, from the last meeting.

Action:

Several members of the Advisory Group agreed to contribute constructive examples on effective alignment, co-ordination and integration.

Laurie Russell to share paper previously sent to Chair of Advisory Group on procurement and contracting.

Scottish Government Update

Katherine Peskett reflected upon the Priorities of Government announced by the First Minister on 25 May 2016 and the appointment of new Cabinet and Ministers. In particular, Katherine highlighted the new Ministerial team responsible for matters related to employment and employability which now consists of three Ministers:

- **John Swinney** – Deputy First Minister and Cabinet Secretary for Education and Skills
- **Keith Brown** – Cabinet Secretary for Economy, Jobs and Fair Work
- **Jamie Hepburn** – Minister for Employability and Training

These appointments offer the opportunity for the employability agenda to be sighted in a range of portfolio areas and given Ministers have had previous interaction and engagement in the area of employability, they were interested and enthusiastic to engage in future developments. The Ministerial priorities on the development of new services were outlined:

- There should be continued engagement with stakeholders
- There should be no let-up in pace
- They should be designed for the long term / get it right for every individual

Mike McElhinney then talked about the programme management approach that is being taken in order to deliver this work. He outlined the purpose of the Programme Management Board and its role in managing risk and decision making. He explained that the Board carries out an executive role and is representative of the collaborative

approach to delivering this programme. A new member, representing SDS, has recently joined the Board. Mike then highlighted some of the complex work underway in the employability teams, explaining that they had been working on mapping out the programme deliverables which showed some clear timelines and milestones.

Skills Development Scotland Update

David Coyne from SDS then gave an update on the work around the transitional programme using the Employability Fund mechanisms. This included the current “as-is” state of the Employability Fund, its current focus and the anticipated delivery model for the 2017 transitional programme. David outlined the components and design considerations around the programme. Members shared their views, highlighting matters including case management, role of employers, referrals and co-production.

Lockheed Martin Presentation

Alan McGregor welcomed Jim and Mark from Lockheed Martin to present their technical report to the Advisory Group. Mike McElhinney gave an introduction into the content of the report on IT system options.

A presentation was then given on the “as-is” state of the current system and potential suitable options outlined.

A.O.B

David Coyne from SDS then gave an update to members on joint customer insight work that both SDS and SG were working on, taking up Sally Witcher’s earlier suggestion and offer of support around gathering data from a user voice perspective.

Action:

David to feedback to members the outcomes of the work done by the proposed summer workshops.

SG Team to connect with internal user research opportunities

Date of Next Meeting

It was noted that the date of the next meeting is 17th August 2016.