

**Jobs Match meeting held at 9.30am on Thursday 7th February 2019 in Orkney
Enterprise Centre, Govan**

Action Note

Present: Connal Cochrane, Rangers Charity Foundation (Chair); Fiona Dickson (Glasgow City Council); Aidan McGuinness (Elderpark Housing Association); Susan Hanlin and Bryony Robinson (Central Govan Action Plan); Natalya Macholla and Ryan Davidson (Govan Housing Association); Yvonne Rooney (Linthouse Housing Association); Wendy Jordan (Glasgow Housing Association); Jamie Duncanson (Rangers Charity Foundation); John Currie (Jobs&Business Glasgow), Sheila White (Glasgow Clyde College); Suzie Scott (Skills Development Scotland), Lesley McKeever (Department for Work and Pensions); Gerry Keogh (Unlock Employment)

Apologies: Councillor Richard Bell (Chair); Martin Wright (Glasgow Life); Irene Campbell (Linthouse Housing Association), Kay Henry (Department for Work and Pensions); Rosh Campbell (Jobs& Business Glasgow); Claire Donaghey (Glasgow Clyde College).

Item	Action	Responsibility	Timescale
1. Note of last meeting on 24 th January 2019	Approved with no changes No matters arising	-	-
2. Jobs Match Funding Proposal and funding update (attached again for ease of reference)	Members of the Jobs Match Group to get back to Natalya and Gerry with comments on the proposal, particularly on Sections 9 and 10 Meanwhile, Natalya, Ryan, Gerry; John Lesley and Jamie will meet to consider feedback, review the proposal and clarify the key outputs/measures	All Natalya, Ryan, Gerry; John Lesley and Jamie and submit revised proposal to the group	By Monday 11th February 2019 Week of 18th February 2019
3. Resource Package as per funding proposal	Initial project timescale agreed as 1 st March 2019 to 31 st March 2020 £15K Thriving Places (GCC and HSCP) funding for 2018/19 (confirmed: Fiona) £20k CGAP/THI funding (confirmed in principle but still to be ratified: Susan)	Members that have confirmed funding to contact Natalya to outline what is required from Govan Housing Association to draw this down. All other members to confirm if they can allocate up to £2k each or what in kind support they can provide.	By Friday 15th February 2019

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	<p>£2k from Glasgow Life (confirmed: Martin)</p> <p>£2k from Rangers Charity Foundation (confirmed: Connal)</p> <p>£2k from Glasgow Housing Association (confirmed: Wendy)</p> <p>£2k from Elderpark Housing Association (Aidan)</p> <p>Wheatley foundation could support the administration post via their Apprenticeship Scheme and allocate £7k. Further discussions needed on this.</p> <p>Premises (in kind contribution confirmed by Govan Housing Association)</p> <p>£5k from Govan Area Partnership (Govan Housing Association to apply for on behalf of the Jobs Match Group to the April 2019 meeting for approval)</p> <p>Govan HA's People and Communities Funding</p> <p>Forward planning for funding – discuss funding post March 2010 at an early stage to ensure continuity.</p>	<p>Natalya/Ryan responsible for managing the overall funding package and monitoring/reporting on progress</p> <p>Wendy/Natalya/Ryan to discuss</p> <p>Natalya/Ryan</p> <p>Natalya/Ryan</p> <p>Update by Natalya at the next meeting</p> <p>Fiona to add to the agenda of the next meeting</p>	<p>Week beginning 18th February 2019</p> <p>For submission by the deadline for Govan Area Budget for the April 2019 meeting</p> <p>28th March 2019</p> <p>28th March 2019</p>
<p>3. Jobs Match Proformas - outlining what members do and how they can link to the Jobs Match work</p>	<p>Six Proformas have so far been submitted</p>	<p>Jobs Match members who have not yet submitted proformas to submit them to Gerry</p>	<p>By Monday 11th February 2019</p>

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4. Jobs Match Group Terms of Reference and Partnership Agreement	To be developed to clarify role of the group and members and links to the wider Govan Thriving Place structures	Natalya/Fiona to agree drafts and circulate to the group for comments	By Friday 15th February 2019
5. Learning for Life and Work theme	<p>Date of first meeting:</p> <p>Calling Notice goes out:</p> <p>Membership – all to get back to Fiona with nominations for the theme group and suggestions for residents that could be members.</p> <p>Meanwhile, suggestions made by members will be incorporated</p> <p>Terms of Reference</p>	<p>Connal/Martin/Fiona</p> <p>Connal/Martin/Fiona</p> <p>All</p> <p>Connal/Martin/Fiona</p> <p>Fiona to circulate to the Jobs Match Group to illustrate links.</p>	<p>13th March 2019</p> <p>Week of 18th February 2019</p> <p>By Friday 15th February 2019</p> <p>Week of 11th February 2019</p>
6. Celebrating successes	Consider starting with the successes of the initial Jobs Match work with personal and employer stories. Resource could be via the BBC journalism initiative.	Susan to forward details to Fiona	Week of 11th February 2019
Project Description	Describe as ' <i>Govan Jobs Match Initiative delivered by Unlock Employment</i> '	All	Ongoing

Date of next meeting: Thursday 28th March 2019 at 2.30pm in Govan Home Team premises.