

Jobs Match meeting held at 2.30pm on Thursday 28th March at 2.30pm in Govan Home Team 2019, Govan

Action Note

Present: Fiona Dickson (Glasgow City Council); Aidan McGuinness (Elderpark Housing Association); Susan Hanlin and Bryony Robinson (Central Govan Action Plan); Ryan Davidson (Govan Housing Association); Jamie Duncanson (Rangers Charity Foundation); Sheila White (Glasgow Clyde College); Suzie Scott (Skills Development Scotland), Gerry Keogh (Unlock Employment); Rachel Conroy (Department for Work and Pensions)

Apologies: Councillor Richard Bell (Chair); Martin Wright (Glasgow Life); Natalya Macholla (Govan Housing Association); Connal Cochrane (Rangers Charity Foundation); Kay Henry and Lesley McKeever (Department for Work and Pensions).

Item	Action	Responsibility	Timescale
1. Note of last meeting on 7 th February 2019	Approved with no changes No matters arising A hard copy of an amended agenda was circulated (attached)	-	-
2. Recording and monitoring data	<p>Presentation by Ryan Davidson on the Jobs Match App. Those present suggested additions to the App –</p> <ul style="list-style-type: none"> - Training requirements' in the drop down menu - Contact details for support/referral organisations to illustrate the employability/employment journey - key contacts - case studies <p>A further suggestion was to adapt the App to enable people to 'self-register'</p> <p>Ryan will look into all of the above and update the group at the next meeting</p> <p>Meanwhile, Ryan to send Fiona screen shots to send out to the wider group giving one week for comments</p>	<p>-</p> <p>Ryan</p> <p>Ryan then Fiona</p>	<p>Next meeting</p> <p>Week of 1st April 2019</p>
3. Jobs Match Initiative final	Natalya to send Fiona an electronic version. Fiona to send	Natalya then Fiona	Week of 1st April 2019

Item	Action	Responsibility	Timescale
draft Memorandum of Understanding was circulated for discussion and comments	out to the group giving one week for comments.		
4. Communication Strategy.	All communications/PR should be agreed by the Jobs Match Group. A Joint Press Statement in April 2019? Info on Jobs Match successes included in Housing Association newsletters. At the next meeting discuss a Comms Strategy, web site; branding; Jobs Match alerts and distribution lists	Gerry to send info to Fiona All to discuss at the next meeting	Next meeting
5. Progress report by the Jobs Match Coordinator Gerry Keogh. A hard copy was circulated at the meeting and an electronic version is attached	Gerry to send Fiona the electronic version for circulation to the group	Gerry then Fiona	Week of 1st April 2019
6. Member updates	Members provided updates	-	-
7 Govan Thriving Place update on first meetings of Learning for Life and Work theme group and the Steering Group	To be added to the agenda of the next meeting and minutes/papers circulated to Jobs Match Group members	Cllr Bell/Fiona/Martin/Connal	Next meeting

Date of next meeting – date, time and venue tbc. Fiona will follow up.