

EMETF Senior Officials Group Meeting

Thursday 22nd March 2007

Room 129, The Adelphi

Minutes of meeting

Attendees	Department
Helen Grimshaw	CLG
Wilf Sullivan	TUC
Thomas Moran	CBI
Sukhvinder Singh	CRE
Tom Hart	HMT
Veena Vasista	NEP
Andy Griffiths	DWP/JCP
Matthew West	CLG
Rosanne Purshouse	DfES
Don Monzani	DWP
Carol McDonald	Secretariat
Viv Miller	Secretariat
Apologies:	
Davis Seers	Scottish Executive
Audrey Young	GLA
Yuen Cheung	DTI
Jennie Shaw	DCMS

Agenda item 1: Welcome and introduction.

1. Dan Monzani chaired the meeting. Introductions were made. Special welcome to Thomas Moran who replaced Hanna Haas at the CBI and Rosanne Purshouse from DfES.

Agenda item 2: Minutes of last meeting

2. The minute was agreed and all action points cleared.

Agenda item 3 & 4: Work Programme & Task Force Priorities

3. Dan thanked officials for their contribution in shaping the TF's priorities and for suggesting projects within each priority. In correspondence, TF Ministers had agreed to focus on four priorities areas:
 - Employer Engagement
 - City Strategy
 - Procurement
 - Olympics.
4. The challenge now is to breakdown each priority into key objectives – what we want to achieve and check that we have projects in hand to deliver these objectives.

5. Discussion took place around how best to develop the work programme, how to break down the priorities into the work strands as indicated on the Matrix and the Balance Score card and which department will lead each area of work. It was agreed that:
 - i. *Olympics* – Dan will speak to DCMS to ask them to lead this priority supported by the GLA and other key stakeholders.
 - ii. *Employer Engagement* – Dan to ask DTI to lead, together with DfES (in respect of skills) supported by DWP/JCP and other stakeholders such as the NEP, CRE/CEHR, CBI and the TUC.
 - iii. *City Strategy and other local initiatives* – to be led by DWP and CLG, supported by the Cabinet Office and the NEP.
 - iv. *Procurement* – to be led by DWP, supported by HMT and by the HO and DfES who have pilots in place, and key partners like the OGC and the NEP Business Commission.
6. Dan reported the conclusions of a helpful meeting he had with DTI, CBI, CRE and TUC, where they had agreed the key objectives within the employer engagement priority; these were:
 - a) Supporting employers to tackle discrimination in recruitment - reducing in work discrimination/workplace diversity
 - b) Employer outreach in recruitment
 - c) Highlighting best practice
 - d) Improving basic skills, including English Language Skills.
7. The next step is for the Secretariat, in consultation with Senior Officials, to put together a work programme, by 31 April, which breaks down the key areas of work, how they tie into the different bodies of work across departments with markers for progress. The work programme will need to specify what success should look like. For example, exactly what the Government need employers to do in response to say, the DfES 'Train to Gain' programme and how to engage employers. The work of the Business Commission could be linked.
8. The Leitch review will play an important part when address employer engagement. Need to look at what DfES is currently doing in this area.
9. Focus Groups will be established for each of the four priority areas. Each group will be made up of policy officials from across Government and other key bodies, including EMAG and led by Senior Government Officials. The Focus Groups will have a key role in shaping the agenda for the TF and delivering progress through projects designed to meet objectives and presenting plans at TF meetings.
10. DWP is putting a submission to Jim explaining the work programme which will inform the Summit in the Spring and the Conference in October. We will recommend that future TF meetings should be focussed on the different priority areas with presentation and progress report from lead departments.

AP1: The Secretariat, in consultation with Senior Officials, to put together the work programme, by 31 April, which breaks down the key areas of work.

AP2: Focus Groups to be established around each of the TF key priority area.

AP3: DfES to report on what they are doing on skills at the next SOG meeting.

Agenda item 5: April's Task Force meeting

11. April's meeting will focus on the City Strategy agenda.

Agenda item 6: AOB

Progress Reports

12. CLG will be publishing a progress report on 2nd April 2007 - one year on from the Women and Work Commission recommendations,

13. The publication date of the EMETF Annual Report has still not been confirmed.

Summary of Action Points:

	Action	Owner	Due
AP 1	The Secretariat, in consultation with Senior Officials, to put together a work programme around TF key priorities.	Secretariat	31 April
AP2	Focus Groups to be established around each of the TF key priority area	Secretariat	31 April
AP3	DfES to report on what they are doing on skills at the next SOG meeting.	DfES	1 May

Please note the dates for the next meetings:

Tuesday 1st May 2007	12.30 pm Room 129 / 131 the Adelphi
Thursday 14 th June 2007	12.30 pm Room 129 / 131 the Adelphi
Friday 27 th July 2007	12.30 pm Room 129 / 131 the Adelphi