

Report

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Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	2 March 2009
Report by:	Chair of Clyde Valley Learning and Development Project Implementation Group

Subject:	Clyde Valley Learning and Development Project – Staffing Arrangements
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ outline proposals to extend the existing staffing arrangements for the Clyde Valley Learning and Development Project.

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that the Project Manager's secondment be extended until March 2010.
- (2) that the Administration Assistant's secondment be extended until March 2010.
- (3) that the Project Development Officer's secondment be extended until September 2009.
- (4) that each of these secondments be reviewed at the end of the agreed time in line with business requirements.

3. Background

3.1 At the meeting of the Joint Committee in October 2007, members agreed to the appointment of appropriate staff to resource the project. The staffing costs are met from the funding allocated to support the shared services learning and development project from the National Board for Shared Services.

3.2 Secondment arrangements for the Project Manager and Administration Assistant were reviewed at the end of March 2008 and extended until March 2009 under the scheme of delegation.

3.3 An additional role of Project Development Officer was established in May 2008 to take forward a specific workstream in relation to social care.

4. Current Position

4.1 The temporary secondments for this project come to a conclusion in March 2009.

4.2 In terms of the overall joint work in this area, there is a demand to extend those secondments for the Project Manager and the Administration Assistant for a further 12 months.

4.3 In terms of the social care workstream, there is clear work to be undertaken in the next 6 months and thus a need to extend the Project Development Officer's

secondment until September 2009. As this is an evolving agenda, with new workstreams emerging all the time, it is proposed that all secondment arrangements are reviewed at the end of the temporary arrangement to take account of the business requirement at the time.

5. Employee Implications

5.1 The specific employee implications are:

Job Title	Grade	Salary	Extension	Actual Costs
Project Manager	Grade 4 Level 9	£44,747	12 months	£55,710
Administration Assistant	Grade 2 Level 3	£21,881	12 months	£27,241
Project Development Officer	Grade 3 Level 3	£29,472	6 months	£18,346

6. Financial Implications

6.1 The total cost of the proposed staffing arrangements for year 2009/2010 is £101,297 (this figure is based on salary costs as at 1 April 2009 and includes on costs). These costs can be met from the Clyde Valley Learning and Development fund.

7. Other Implications

None

8. Equality Impact Assessment and Consultation Arrangements

8.1 As this is not a new policy or a change to an existing policy, there is no requirement to complete an impact assessment. An equalities impact assessment has been carried out on the overall work of the Clyde Valley Learning and Development project.

Gill Bhatti

Chair of Clyde Valley Learning and Development Project Implementation Group

18 February 2009

Previous References

Clyde Valley Joint Committee Progress Report – October 2007

List of Background Papers

Clyde Valley EGF Training Bid

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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