

Report

Report to: **Clyde Valley Learning and Development Joint Committee**
 Date of Meeting: **16 October 2007**
 Report by: **Chair of Clyde Valley Learning and Development Project Implementation Group**

Subject: **Clyde Valley Learning and Development Project - Shared Services**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ note the outcome of the bid for funding from the National Board for Shared Services (NBSS)
- ◆ report on progress of the project to date

2. Recommendation(s)

2.1. The Joint Committee is asked to note the following:-

- (1) the establishment of governance arrangements to support the project;
- (2) the appointment of appropriate staff to resource the project;
- (3) the development of a new delivery model for both training in First Aid and for Diversity and Equalities training across the Clyde Valley Group;
- (4) the establishment of an implementation sub group to review the delivery of Vocational Qualifications (SVQs); and
- (5) the minute of agreement adopted by the partner councils relating to their commitment to the project.

3. Background

3.1 The Clyde Valley Councils have worked informally on a collaborative approach to learning and development for employees for a number of years. This led to the Chief Executives in the Clyde Valley Councils supporting a bid to the Efficient Government Fund for a Clyde Valley Learning and Development Project. The Group is made up of the following local authorities:-

- ◆ East Dunbartonshire Council
- ◆ East Renfrewshire Council
- ◆ Glasgow City Council
- ◆ Inverclyde Council
- ◆ North Lanarkshire Council
- ◆ Renfrewshire Council
- ◆ South Lanarkshire Council
- ◆ West Dunbartonshire Council

- 3.1. Following detailed discussions with the Improvement Service, COSLA and the partner authorities, the bid (attached as Appendices 1, 2 and 3) has received approval and a development grant from the National Board for Shared Services. The value of the grant is £560,000.

The areas identified as part of the Project include:-

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|---------|---|
| Phase 1 | Design and Delivery of <ul style="list-style-type: none">• First aid training• Diversity training• Vocational qualifications |
| Phase 2 | Design and Delivery of <ul style="list-style-type: none">• Training to support social care• IT training• Health and safety• Accredited leadership, management and supervisory training |
| Phase 3 | Design and Delivery of <ul style="list-style-type: none">• Continuing Professional Development for professional groups (e.g., teachers)• Strategic planning• Financial management• People management• Continuous improvement methods and models• Skills training for succession planning and capacity building |

All training in these areas will be in scope for the project from the outset. The phasing is in recognition that these areas may take longer to develop and deliver than others.

- 3.2. Full details of the business case in support of the Project and the bid are included in the supporting papers attached (appendices 1,2 and 3).

4. Governance Arrangements

- 4.1. The Project will be overseen by a Joint Committee of all participating Councils. Each Council will be entitled to appoint one elected member and one substitute member to the Joint Committee, as outlined in the paper entitled Clyde Valley Learning and Development Joint Committee – Procedural Arrangements. The Joint Committee will be supported by an officer group called the Clyde Valley Learning and Development Project Implementation Group.
- 4.2. All Councils participating in the Project will sign up to a Minute of Agreement to govern the actions of member Councils. Each individual Council will decide on the type and extent of training it requires from the areas within the scope of the Project.
- 4.3. South Lanarkshire Council is the lead authority for this Project providing, amongst other things, project management, secretariat, financial and procurement services and support.

5. Progress to date

5.1 First Aid

5.1.1. Following extensive data gathering and feasibility work a new model for the delivery of First Aid training has been devised and is now being tested. The new approach involves delivery of the training by one of the partner Councils (Glasgow City Council Direct and Care Services). Previously, Councils purchased this training from external training providers.

5.1.2. The first two courses have been run and a full schedule of courses have been planned and scheduled to run between now and the end of the year. Plans are in place to schedule courses for the first six months of 2008. The courses will be delivered at different locations throughout the Clyde Valley using a variety of existing Council training centres.

5.2. Diversity and Equalities

5.2.1. The identified solution to meet the immediate needs of the member Councils for Diversity and Equalities is an e-learning approach. A learning package already being used by North and South Lanarkshire Councils has been modernised, revamped and customised to suit each Council's requirements.

5.2.2. This package is now ready for purchase at a discounted rate, negotiated on behalf of the Group and pending customisation will be made available for access via each Council's internet browser.

5.3. Delivery of Vocational Qualifications (SVQs)

5.3.1. A project Sub Group has been established to develop the initial proposals identified in the bid. This Group will meet fortnightly and will focus on delivering SVQs more efficiently and developing best practice models to be replicated throughout the Clyde Valley and in the wider community of local government in Scotland.

5.3.2. The initial objectives of the Sub Group are to:-

- ◆ establish partnership cost and delivery standards
- ◆ identify efficiencies through collaborative working
- ◆ consider the rationalisation of the number of assessment centres within each Council
- ◆ establish a partnership procurement agreement
- ◆ modernise working practices

6. Employee Implications

6.1. The finance allocated provides funding for a Project Implementation Team, including a Project Manager and funded secondees, to take forward different elements of the Project. Work is underway with the current Clyde Valley Learning and Development Steering Group to identify suitably skilled and competent individuals from within the Clyde Valley Councils. It will be a matter for each Council to consider the release of individuals but it is hoped that requests will be looked upon favourably.

6.2. A Project Manager has already been identified and secondment arrangements put in place to facilitate the appointment. As the funding for the Project is only authorised till the end of March 2008 in the first instance, this appointment and all other project secondments will only run for this period. Whilst this arrangement will be reviewed at the end of March 2008 it is highly likely that the work of the Project will continue beyond this period.

- 6.3 This Project is intended to deliver benefits in cash and time to each authority and will develop better, more efficient ways of delivery which will lead to service improvement.

7. Financial Implications

- 7.1. Funding of £560,000 has been provided through the National Board for Shared Services. Efficiencies and other benefits (both cashable and non-cashable) arising from the Project activities will be quantified for both the Clyde Valley Group as a whole and for individual Councils.

8. Other Implications

- 8.1. The successful delivery of this Project will help all Councils in the Project to reduce the cost of learning and development and raise standards and quality.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. Currently there is no change in policy, however an Equality Impact Assessment will take place during the first three months of the Project's implementation phase.

Gill Bhatti

Chair of Clyde Valley Learning and Development Project Implementation Group

Previous References

None

List of Background Papers (attached)

Clyde Valley EGF Training Bid

NBSS Clyde Valley Consortium Submission Nov 06

NBSS Clyde Valley Consortium – Secondary Paper December 06

Contact for Further Information

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

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