Report

Report to:	**Clyde Valley Learning and Development Joint Committee**
Date of Meeting:	**1 June 2009**
Report by:	**Chair of Clyde Valley Learning and Development Project Implementation Group**

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

1. Purpose of Report

1.1. The purpose of the report is to:-

♦ update the Joint Committee on progress achieved in the various work areas identified in phase two of the project

2. Recommendation(s)

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

(1) that the progress that has been achieved so far in relation to phase two of the project be noted.

3. Background

3.1 Phase one of the project has been completed and progress reported at the March meeting of the Joint Committee. Phase one learning and development activities continue to be implemented on an ongoing basis.

3.2 The second phase of the Clyde Valley Learning and Development Project identified the following subject areas for review:-

♦ Accredited First line Management Training
♦ Management Development
♦ Social Care Training
♦ Equality Training
♦ Elected Member Development

3.3 Phase two of the project also includes an objective to review the opportunities for the Clyde Valley councils to make better use of technology in the delivery of learning and development across the Clyde Valley.

4. Progress to Date

4.1 Accredited First Line Management Training

4.1.1 This aspect of the project continues to develop along 2 distinct strands. These are the Clyde Valley solution to Glasgow City Council's capacity issue, and the establishment of a Clyde Valley registered centre for the delivery of accredited First Line Manager (FLM) programmes.

4.1.2 The Glasgow programme is now approaching the end of the pilot phase. The pilot programme was to deliver training by the Clyde Valley partners on behalf of Glasgow City Council. Programmes have now been delivered by trainers from all 4 of the accredited ILM Councils (Glasgow City, North Lanarkshire, Renfrewshire and South Lanarkshire Councils) through the Clyde Valley secondment arrangement.

4.1.3 Constructive feedback on the course content and delivery of the materials has been provided to Glasgow City Council by each of the participating trainers. A formal evaluation of the pilot is scheduled to take place in June with input from all parties. Further delivery of programmes will be discussed on completion of the evaluation and pending Glasgow's decision on the future of its FLM programme.

4.1.4 The second strand of this group's work involves a comparison and evaluation of the accrediting bodies for first line management and supervisory training.

4.1.5 The Chartered Management Institute (CMI) pilot is midway through completion. North Lanarkshire Council's programme has been completed, South Lanarkshire's is part way through and Renfrewshire's programme is about to get underway. Although a full evaluation is required after all courses have reached completion, preliminary findings are extremely encouraging.

4.1.6 South Lanarkshire Council is providing administrative support for the programmes. The registration body CMI, has delivered a very good standard of customer care in both financial and administrative matters and has been found to be very helpful in its approach.

4.1.7 The content of the courses being delivered requires minimal change thereby allowing a smooth transition from ILM to CMI. It is already evident that trainer time has been significantly reduced due to the different structure and approach to candidate assignments and time allocated to marking and feedback.

4.1.8 A full evaluation including comparison of time and cash savings due to the change will be reported at the September meeting of the Joint Committee.

4.2   Management Development (MD)
4.2.1 The programme developed by North and South Lanarkshire Councils is now fully established with the first 25 candidates recently graduating in the post-graduate certificate programme. The second cohort of students is midway through the certificate programme and the third is scheduled to start mid June. It is anticipated that the first of the diploma programmes will begin in the autumn of 2009.

4.2.2 Despite the success to date of the North Lanarkshire Council/South Lanarkshire Council programme, Glasgow Caledonian University (GCU) remains unwilling to shift on its charging policy for other Clyde Valley councils. Given this situation, other providers have been asked to provide details of their accredited MD programmes.

4.2.3 The MD Sub Group received a presentation from the University of West of Scotland. This product has been purchased by South Ayrshire Council who will provide feedback to the Sub Group on completion of its first programme.

4.2.4 Discussions with the Improvement Service established that materials for their MD programme are not yet completed and that further development is required.   The MD Sub Group has agreed to continue on their individual chosen paths for the delivery of MD and where an opportunity presents itself for a joint approach, to discuss this with all members of the group.

4.3   Social Care
4.3.1 Progress with the Social Care training agenda is covered in a separate paper to the Joint Committee.

4.4   Equality Training
4.4.1 A proposal on benchmarking against equality standards was delivered to the Sub Group on 6 May 2009.   This proposal has now been issued for comment to each council and subject to agreement the work will be commissioned.

4.4.2 The group continues to function as a networking opportunity to discuss relevant practice in this field, regarding both training matters and general equality issues.

4.5   Elected Member Training
4.5.1 No formal meetings have taken place since the last Joint Committee, however, development opportunities continue to be circulated for participation as and when they arise.

4.5.2 The Clyde Valley continues to monitor the progress of the Improvement Service pilot for online Continuing Professional Development (CPD) for Elected Members, of which West Dunbartonshire Council is a participant.   Subject to publication of the results and the outcome of the Clyde Valley's e-learning tender process, this will be considered as a possible way forward.

4.6   E-Learning
4.6.1 A competitive tendering process is currently underway.   Following consultation on the technical specification requirements for each of the Clyde Valley councils, a pre-qualification questionnaire (PQQ) was developed.   This was issued formally through the electronic gateway in accordance with European tender rules and regulations, on 24 April 2009.

4.6.2 Interested parties have been asked to return the PQQ by 25 May 2009.   Following this an evaluation of the returns will take place, with a selected number of companies being invited to tender.   It is anticipated that the Clyde Valley will be in a position to award the contract to a suitable provider by 26 June 2009.

4.6.3 A full project timetable for the tender process is attached as appendix one.

5.   Employee Implications
5.1.   None.

6.   Financial Implications
6.1.   As discussed at the last meeting of the Joint Committee, the e-learning proposal includes the opportunity for the Clyde Valley project to fund year 1 of the e-learning contract.   Individual councils therefore would be required to provide funding for years two and three of the contract.   Gross indicative figures are anticipated to be in the region of £120,000.00 per annum as outlined in a previous paper (March 2009).

7.   Other Implications

7.1.   None.

8.   Equality Impact Assessment and Consultation Arrangements

8.1.   No implications identified to date.

Gill Bhatti
Chair
Clyde Valley Learning and Development Implementation Group

22 May 2009

Previous References

Clyde Valley Learning and Development Project – Shared Services Update Phase Two – March 2009

List of Background Papers

Clyde Valley EGF Training Bid
NBSS Clyde Valley Consortium Submission November 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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Appendix One

Task Number	Task Name	Due Date	Actual Date	Action by	Comments
1	Agree joint Clyde Valley approach to e-learning at CV Steering Group	6/10/08	6/10/08	Steering group (SG)	
2	Send out request for informal commitment to the process	13/10/08	13/10/08	Project manager (PM)	
3	Gather returns	21/10/08	22/10/08	PM	Awaiting final returns
3	Steering Group agrees tender to be led by SLC on behalf of Clyde valley as per Minute of Agreement	3/11/08	3/11/08	SG	
4	Post PIN notice	22/12/08	22/12/08	Lesley McLean (LMcL)	
5	Meet with Improvement Service re shared agenda for tender	15/1/09	15/1/09	SG reps / Kate O'Hagan (IS) /PM	Agreed to include hosting planning content in tender
6	Paper to CV Chief Executives' forum	10/2/09	17/3/09	PM	Meeting postponed till 17/3/09 – paper deferred for future discussion
7	Design technical questionnaire	13/2/09	24/2/09	SLC IT Services	Version changes and discussion on additional questions
8	Issue technical questionnaire	22/2/09	27/2/09		Additional questions to be added
9	Paper to Joint Committee	2/3/09	2/3/09	PM	Contents noted and agreed to pursue
10	Gather returns for tech questionnaires	11/3/09	24/3/09	PM	Delayed response from one council
11	Collate responses	23/3/09		SLC IT Services	Delayed by incomplete information
12	Update Steering Group on progress including projected timescales	23/3/09	23/3/09	PM	Attended by reps from SLC / GCC / RC / ERC
13	Define functional specification for tender	3/4/09		PM	Completed as per plan

Task Number	Task Name	Due Date	Actual Date	Action by	Comments
14	Define technical specification based on collated questionnaires	3/4/09		SLC IT/LMcL	Completed as per plan
16	Consultation on final PQQ	22/4/09	24/409	PM/LMcL/SG	Final comments returned 24/4/09
17	Issue pre-qualification questionnaire (PQQ)	3/4/09	24/4/09 (available to download 27/4/09	LMcL	31 day turnaround - deadline for return 25/5/09 (issued to companies responding to PIN)
18	Request questions for inclusion in ITT from SG members	27/4/09			Questions to be returned by 4/5/09
19	Complete tender documentation (ITT) including evaluation criteria	8/5/09		LMcL	
20	Issue to SG for comment and amendments	8/5/09		PM	One week turnaround – due for return 13/5/09
21	Gather feedback and amend as appropriate	17/4/09		PM/LMcL	One further week for comments on amendments – due for return 23/4/09
22	Evaluate returned PQQ	25-26/5/09		PM/LMcL/SLC IT	
23	Issue ITT	29/5/09		LMcL	Adjust turnaround time – deadline for returns 22/6/09
24	Agree evaluation panel	27/4/09		SG/LMcL	Nominations requested at Steering Group on 23/3/09
25	Evaluate returned ITT including clarification of issues	w.c. 22/6/09		Evaluation panel	Allow time for availability of panel and issues
26	Notify all interested parties of award recommendation	26/6/09		LMcL	10 working day standstill period (15 days)
27	Indicate to successful company of award of contract pending end of standstill period	26/6/09		LMcL	10 working day standstill period (15 days)

Task Number	Task Name	Due Date	Actual Date	Action by	Comments
28	Notify all interested parties of final decision	13/7/09		LMcL	
29	Notify successful company of final decision	13/7/09		LMcL	
30	Contract mobilisation	13/7/09		LMcL/PM	Preparations for implementation or change over
31	Start date of contract	1/8/09			