

Report

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Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	10 March 2008
Report by:	Chair of Clyde Valley Learning and Development Project Implementation Group

Subject:	Clyde Valley Learning and Development Project - Shared Services
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ report on progress of the project to date

2. Recommendation(s)

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

- (1) that the progress achieved so far in relation to phase 1 of the project (First Aid, Equality and Diversity training and delivery of Vocational Qualifications) be noted.
- (2) that the feasibility work undertaken in relation to phase 2 be noted.
- (3) that the interest expressed by several other Councils and organisations in participating in the work of the Group either as formal members or as associate members be noted.

3. Background

- 3.1. The Clyde Valley Learning and Development Project Implementation Group was formally established at the inaugural meeting of the Joint Committee on 16 October 2007.
- 3.2. The meeting was attended by elected members representing East Renfrewshire, Glasgow City, South Lanarkshire and West Dunbartonshire Councils. Councillor Denis McKenna of South Lanarkshire Council was elected Convener of the Joint Committee.
- 3.3. At the Joint Committee meeting the Scheme of Delegation, Terms of Reference of the Joint Committee, Standing Orders on Procedures and Standing Orders on Contracts and Financial Regulations were approved. In addition, a paper identifying the roles and responsibilities of all the key stakeholders in the project was approved.

4. Progress to Date – Phase 1

- 4.1. First Aid training is now being delivered by Glasgow City Council Direct and Care Services (DACs) on behalf of the Clyde Valley Group. The training has been and is planned to be delivered at a variety of training venues throughout the Clyde Valley.

To date courses have been run in Glasgow, South Lanarkshire, North Lanarkshire and Renfrewshire.

- 4.2. 3 standard accredited courses (4 day, 2 day refresher and 1 day appointed person) are now being delivered. Additional requests for bespoke First Aid training are also being accommodated (e.g. foster carers). The average unit cost savings for the participating authorities are 8.75% for 4 day course, 3% for 2 day refresher course, and 12% for appointed person training.
- 4.3. To date 31 courses have been run with a total number of 316 Clyde Valley employees trained.
- 4.4. All scheduling and administration has been centralised and managed by South Lanarkshire Council. Administration support employees are currently scheduling participants from Glasgow, North and South Lanarkshire, East Renfrewshire, Renfrewshire, East Dunbartonshire Council and Inverclyde Councils.
- 4.5. **Diversity and Equality**
The Equality and Diversity training package has now been developed and customised to reflect individual council requirements. This package was released to each council on 3 December 2007. Delivery of this first level training on Equality and Diversity addresses each Council's statutory requirements to deliver training in this subject area.
- 4.6. Negotiation on purchase price on behalf of Clyde Valley has yielded a saving of 60% when compared to the single Council purchase price. All councils (except East Dunbartonshire Council) have signed up to use the Equality and Diversity e-learning package.
- 4.7. An evaluation of this training has been devised and will be completed 3 months after the formal launch in each council.
- 4.8. **Delivery of Vocational Qualifications (SVQs)**
A Development Sub-group has been formed to review the delivery of Vocational Qualifications. The group meets fortnightly. Discussions are focused on quantifying benefits already realised from modernising delivery through use of new technology. A draft costing model has been produced to identify variable cost benchmarks and the extended use of online portfolio software has also been evaluated.
- 4.9. The analysis has shown that savings in the delivery of the Level 3 SVQ in Administration alone have been some £45,195 in 2007. This saving has been attributed directly to the shared approaches identified by the Clyde Valley Learning and Development Project Implementation Group.
- 5. **Progress to Date – Phase 2**
- 5.1. **Accredited Management Training – Institute of Leadership and Management (ILM)**
A Sub-group has been established, chaired by North Lanarkshire Council, to review and make recommendations for provision and delivery of ILM training and qualifications across the Clyde Valley. At this stage, it is clear that there is scope to match the overall demand requirements of the Clyde Valley against the available

capacity from accredited providers. This should be achieved within existing resources of the Clyde Valley councils.

5.2. Management Development

North and South Lanarkshire Councils, in partnership with Glasgow Caledonian University, have devised a new programme of management development training.

The programme has now been launched in both councils. This information was discussed at a recent meeting of the Implementation Steering Group and, as a result, the new programme will be shared across the Clyde Valley. Renfrewshire and East Dunbartonshire Councils specifically have expressed interest in sharing in this work stream.

5.3. Social Care

Discussions have taken place between the Project Manager and representatives from the Scottish Social Services Learning Network (West) regarding possible linkages with the Clyde Valley Group. The Network has expressed an interest in being associated with the Clyde Valley Group and work is under way to identify their priorities for learning and development. The Clyde Valley Group may be able to deliver training identified by the Network members through the secondment of a member of staff to support the project. This post is currently being advertised.

5.4. Equality Training

Although the first level training requirements have been adequately addressed by the Clyde Valley's e-learning package for diversity and equality, there is still a requirement to develop more specific materials for employees in specialised roles. An officer sub group has been established, chaired by South Lanarkshire Council, to review the existing provision and to share current practice and future requirements.

5.5. Training in the Management of Health and Safety – Institute of Occupational Health and Safety (IOSH) Accredited Training

Renfrewshire Council is currently carrying out an online questionnaire to evaluate current provision and demand for IOSH accredited training across the Clyde Valley in association with the Society of Personnel Directors Scotland (SPDS) Health and Safety group. On completion of this survey Renfrewshire Council will lead on discussions regarding delivery of this training on a partnership basis between Clyde Valley members.

5.6. Elected Member Training

Provisional discussions have taken place between the Project Manager and Glasgow City Council regarding identifying training needs for elected members, current provision and development of materials. It has been agreed to invite Clyde Valley members to form a sub group to consider opportunities to share in development and delivery of elected member training.

6. Employee Implications

- 6.1. The post of Project Manager has been appointed from October 2007 to March 2008 initially. It is anticipated that this secondment will be extended till March 2009. Further secondments are now being identified and advertised on a short term basis. These secondments are likely to be for a period of between 3 and 6 months.
- 6.2. Additional time to attend the Implementation Steering Group as well as organising and managing the various sub groups is required by representatives from all member

councils in order to carry out the analysis of each business case and to produce recommendations. This commitment of time is now, and will continue to be a critical aspect in the ongoing success of the project.

7. Financial Implications

- 7.1. Funding of £560,435.78 has been provided through the National Board for Shared Services. Details of the financial aspects of the project are covered in an additional paper.

8. Other Implications

- 8.1. During the course of the project, a number of other councils and other public bodies have become aware of the Clyde Valley Group's work and have expressed interest in becoming involved with the Group in some capacity. The potential for expansion of the Group has been considered by the Implementation Steering Group and will be considered by the Clyde Valley Chief Executives' Forum in the near future.
- 8.2. Specific interest has been noted from North and South Ayrshire Councils, Strathclyde Fire and Rescue and members of the Scottish Social Services Learning Network (West).

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 9.2. Consultation with relevant stakeholders is planned.

Gill Bhatti

Chair of Clyde Valley Learning and Development Implementation Group
25 February 2008

Previous References

Clyde Valley Learning and Development Joint Committee – 16 October 2007

List of Background Papers

Clyde Valley EGF Training Bid

NSSB Clyde Valley Consortium Submission November 2006

NSSB Clyde Valley Consortium – Secondary Paper December 2006

Contact for Further Information

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

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