

# Report

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| Report to:       | <b>Clyde Valley Learning and Development Joint Committee</b>                                |
| Date of Meeting: | <b>14 June 2010</b>   |
| Report by:       | <b>Chair of Clyde Valley Learning and Development Project Implementation Steering Group</b> |

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| Subject: | <b>Clyde Valley Learning and Development Project - Shared Services in Social Care</b> |
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Joint Committee on progress achieved in completing the tender for the provision of moving and assisting and food hygiene (REHIS) training to members of the Clyde Valley Group
- ◆ update the Joint Committee on recommendations carried out by the Clyde Valley Learning and Development Project Social Care Sub Group
- ◆ update the Joint Committee on progress in relation to Anti-racist training

## 2. Recommendation(s)

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

- (1) that the progress of the project achieved so far in relation to Phase One, moving and assisting and Environmental Health Institute Scotland (REHIS) food hygiene training be noted;
- (2) that the progress of the Clyde Valley Learning and Development Project Social Care Sub Group be noted; and
- (3) that the progress achieved to date in relation to anti-racist training be noted.

## 3. Background

- 3.1 The Clyde Valley Sub Group which addresses the Social Care training agenda was established in June 2008. The Sub Group identified a number of areas of common interest involving learning and development for social care employees within all 8 Clyde Valley authorities.
- 3.2 The review of shared services in the Clyde Valley which was undertaken in recent months by Sir John Arbuthnott has led to a number of review groups seeking to generate significant savings to the Clyde Valley through a variety of workstreams. The social care and health agenda is being led by Renfrewshire Council. The Clyde Valley Learning and Development Group has been invited to contribute to this work by developing a business case for making savings in the field of learning and development.
- 3.3 In addition, it was agreed to request information from each partner organisation detailing current budgets for training, learning and development and to identify the 3 top priorities for learning and development over the coming year.

#### **4. Progress to Date**

##### **4.1 Social Care**

4.1.1 A Sub Group has been established comprising of representatives from each of the 8 Clyde Valley authorities to review the provision of training in social care.

##### **4.2 Moving and Assisting and Food Hygiene Training**

4.2.1 Since the last meeting of the Joint Committee a framework contract has been awarded (i.e. more than one provider can be awarded the contract) for the provision of training services in both moving and assisting and food hygiene (REHIS). This contract is now operational.

4.2.2 Two councils have commissioned services from 4 of the successful providers who were awarded the contracts for both moving and assisting and food hygiene training. The first tranche of courses are scheduled to be delivered between August 2010 and March 2011 for both moving and assisting refresher training and food hygiene refresher training. To date, the number of courses commissioned and number of employees proposed to be trained is as follows:-

| Subject Area         | Refresher course | Number of employees to be trained |
|----------------------|------------------|-----------------------------------|
| Moving and Assisting | 60               | 720                               |
| Food hygiene         | 56               | 896                               |

4.2.3 Although the tender exercise was driven by members of the Social Care Sub Group, this training has been extended beyond Social Work to Education Services. The courses are scheduled to be delivered between August 2010 and March 2011 for both moving and assisting training and food hygiene training. To date, the number of courses commissioned and number of employees proposed to be trained in Education Services is as follows:-

| Subject Area         | 1 day courses commissioned | Number of employees to be trained |
|----------------------|----------------------------|-----------------------------------|
| Moving and Assisting | 5                          | 80                                |
| Food hygiene         | 5                          | 80                                |

4.2.4 The uptake of these contracts will be implemented on a phased basis dependant upon the procurement agreements that are currently in place for each of the participating councils.

4.2.5 It is anticipated that awarding the contracts for these 2 subject areas will result in a more efficient and common way of working across the Clyde Valley. Better use of resources, together with the establishment of best practice from a variety of providers, will deliver Best Value for all involved.

##### **4.3 The Clyde Valley Integrated Health and Social Care Collaborative Group**

4.3.1 At the meeting of the Clyde Valley Integrated Health and Social Care Collaborative Group on 31 March 2010, it was agreed that there was scope to investigate the

potential savings to be made through a shared approach to 3 subject areas in the first instance.

4.3.2 The subjects selected for review were:-

- ◆ Behaviour management training
- ◆ Delivery of Scottish Vocational Qualifications (SVQs)
- ◆ Basic awareness training in protection

4.3.3 The Social Care Sub Group was asked to compile a business case for each of the subjects above, and to make recommendations for a course of action which might generate significant savings in the field of learning and development. The recommendations were presented to the Clyde Valley Integrated Health and Social Care Collaborative Group at a meeting on 26 May 2010. A summary of the recommendations are detailed below.

#### 4.4 **Behaviour Management Training**

4.4.1 It is recommended that the Clyde Valley selects one single model for training in behaviour management for both children and adult services. This will require 2 tendering exercises to be carried out with the outcome being, one model to be adopted for each service.

4.4.2 In the medium to long term further exploration will take place on the viability of developing a new Clyde Valley model.

4.4.3 Moving to one delivery model for each primary service area, based on an internal delivery model operating across the partnership, will save £190,000. Depending on the model selected and the length of the programme, total savings, (including staff release costs) are calculated to be some £592,000.

#### 4.5 **Delivery of SVQs**

4.5.1 The business case suggests that there is merit in consolidating SQA Accredited Centre management and administration under one partner within the Clyde Valley. With six of the eight authorities currently managing and operating SQA Accredited Centres, reducing to one overarching Centre will generate savings.

4.5.2 This model has already been achieved within the Clyde Valley in establishing a Clyde Valley accredited centre for the delivery of supervisory and first line management programmes through the Chartered Management Institute (CMI).

4.5.3 Based on empirical information extrapolated across the Clyde Valley it is estimated that around £104,000 could be saved in year one. This saving would be recouped year on year.

4.5.4 The saving can be accounted for through reduced duplication of time spent on:-

- ◆ liaison with SQA on Centre business
- ◆ External Verification activity
- ◆ Centre management activity

4.5.5 Additionally, this model offers the opportunity to:-

- ◆ standardise SVQ assessment and verification practice across authorities
- ◆ improve SVQ delivery by applying best practices from each current Centre
- ◆ create the opportunity to share assessor and verifier resources across boundaries
- ◆ develop consistency in care practice across the Clyde Valley for the benefit of service users

## **4.6 Basic Awareness Training in Protection**

4.6.1 The business case is compromised by the fact that councils and partners have already taken steps to deliver protection awareness training to practitioners through traditional classroom based means.

4.6.2 Nonetheless, it is clear that there remains a need to bring awareness training to the wider group of council employees and partners. Given this scenario, the saving which could be realised in the delivery is approximately £475,000 (based on delivering training to 10,000 employees across the Clyde Valley). As employee numbers increase, the potential for savings increases.

4.5.3 Using e-learning for awareness of legislation and new policy remains an efficient option for Social Workers and other Social Care employees. For example, using e-learning to deliver awareness training on Community Payback Orders to all 1,889 qualified Clyde Valley Social Workers would be projected to make savings of some £87,385.

## **4.7 Current Budgets and Priorities**

4.7.1. The exercise to establish current training budgets and training priorities proved to be a more difficult task than was first envisaged. This was due to the fact that each organisation calculates its training budgets differently (e.g. some include staffing costs while others only include budgets for external purchasing). In the case of the health sector the high number of devolved budgets has meant that the exercise remains incomplete at this stage.

4.7.2 The identified priorities for training in 2010/2011 are:-

- ◆ Child and adult protection
- ◆ Registration/delivery of SVQs
- ◆ Behaviour management
- ◆ Post registration requirements and statutory duties
- ◆ Addiction
- ◆ Leadership and management
- ◆ Delivering local and strategic objectives

## **4.8 Anti-racist Training**

4.8.1 The pre-course e-learning module for anti-racist training is now complete and has now been uploaded onto Glasgow City Council's e-learning platform, GOLD. It is intended that this will be followed by a 1 day blended learning course on anti-racist training which is currently under development.

4.8.2 This e-learning module is now available to the Clyde Valley Councils and will incorporate a core of required elements that will help each council meet their statutory obligations in relation to this legislation for all groups of employees within their council.

4.8.3 The anti-racist training course can potentially be used as evidence of mandatory training that is required for social care staff to meet the criteria for registration with the Scottish Social Services Council (SSSC).

4.8.4 The learning theme used in this pre-course module has been identified by the Social Care Sub Group as a model that can be adapted into a more generic style for other subject areas and made available to other Clyde Valley Councils.

## **5 Employee Implications**

5.1. None.

## **6. Financial Implications**

6.1. The contract for both tenders is for an initial period of 3 years. It is anticipated that Councils will commit to a contract for this period with an option to extend the contract for a further 1 year. The contract is authorised by South Lanarkshire Council acting as agent for the Clyde Valley Learning and Development Project.

## **7. Other Implications**

7.1. None.

## **8. Equality Impact Assessment and Consultation Arrangements**

8.1. No implications identified to date.

8.2. The issues and proposals discussed in the report have been considered and agreed by both the Implementation Steering Group and the Social Care Sub Group at each stage of the process.

**Gill Bhatti**

**Chair**

**Clyde Valley Learning and Development Project Implementation Steering Group**

1 June 2010

## **Previous References**

Clyde Valley Learning and Development Project - Shared Services in Learning and Development in Social Care – 7 September 2009

## **List of Background Papers**

None

## **Contact for Further Information**

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

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