

# Education, Children and Families Committee

10.00am, Tuesday, 10 October 2017

## Lifelong Learning Service Officers

<b>Item number</b>	8.4
<b>Report number</b>	
<b>Executive/routine</b>	Routine
<b>Wards</b>	
<b>Council Commitments</b>	

### Executive Summary

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This report provides a description of the role of Lifelong Learning Service Officers and highlights the range of services that can be delivered by those officers. It provides information on the management arrangements that are in place for these officers and the relationships and working practices that will allow, within available resources, opportunities to access lifelong learning activity that results in improved outcomes in our localities.

## Lifelong Learning Service Officers

### 1. Recommendations

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- 1.1 To note the content of the report and to approve the continued engagement with communities to achieve agreed priorities for locality Lifelong Learning Services.

### 2. Background

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- 2.1 The review of Lifelong Learning that concluded in April 2017 involved an examination of a number of discrete services areas with the intended outcome of creating an integrated, flexible and responsive single service area. The new service areas will retain a limited level of strategic citywide resource but the intention was to construct a new approach to local service delivery that maintains optimum frontline management and service delivery whilst achieving significant savings.

- 2.2 The historical arrangement supported the following discrete services areas:

- 2.2.1 Libraries and Information Services

- 2.2.2 Community Learning and Development

- 2.2.3 Strategic Community Planning and Engagement/Partnership Development

- 2.2.4 Health and Wellbeing

- 2.2.5 Arts and Creative Learning Service

- 2.2.6 Sport and Outdoor Learning Service

- 2.2.7 Parent and Carers support

#### **Outcome of review**

- 2.3 The newly created Service is known as the Lifelong Learning Service and features a structure that is populated with newly created posts at all levels in the Service.
- 2.4 A key feature of the review was to propose a structure that removed a number of existing grades of posts and created the opportunity for local management to employ staff in a more flexible and responsive way.

- 2.5 The level of savings to be achieved by this review was £6.199m and could only have been achieved by reducing the workforce. The baseline total staffing budget available after all exclusions had been removed was £15.4m. With that level of reduction the transformation of service delivery could only be achieved by designing and creating new ways of working that would involve continued delivery of priority activity and explicit commitment to fewer priorities.
- 2.6 Local communities have current levels of expectation in terms of access to local services, e.g. Libraries and Community Learning. There remains a continued need to work very closely with communities and local leadership structures to create new expectations and new relationships that support delivery of future focused services. The key to success will be the relationship that exists between the Locality Improvement Planning arrangements and the deployment of Lifelong Learning Officers to work alongside partner agencies and communities to help determine what the local priorities are and what kind of Lifelong Learning opportunities can be provided to help achieve the ambitions of those communities.

### 3. Main report

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- 3.1 The Locality Lifelong Learning Development Officer (LLLDO) will work as a member of a locality-based integrated team delivering lifelong learning services according to National and Council priorities, the strategic direction set for lifelong learning, and the Locality Improvement Plan (LIP). The postholder will contribute to the development and delivery of an integrated lifelong learning service for Edinburgh.
- 3.2 As part of a locality based team, LLLDOs will carry out a range of delivery and development activities. Each team will bring together a mix of personal and professional skills, interests and qualifications, collectively reflecting the service areas outlined below.
- 3.3 Post holders will maintain relationships with appropriate citywide specialist teams ensuring there is a two-way flow of skills, knowledge and information. In this way, LLLDOs will individually and collectively ensure that a full range of lifelong learning opportunities are developed and available in each locality area, in response to locally identified needs.
- 3.4 Lifelong Learning encompasses the following services:
- 3.4.1 Access to community facilities and schools;
  - 3.1.2 Arts and Creative Learning;
  - 3.4.3 Community capacity-building and engagement;
  - 3.4.4 Community Learning and Development (adult education, youth and children's work);
  - 3.1.5 Community Planning;
  - 3.4.6 Health and wellbeing;
  - 3.4.7 Library services;
  - 3.1.8 Parent and Carer support;
  - 3.4.9 Sports and physical activities.

### **Major Tasks/Job Activities**

- 3.5 Develop a programme of lifelong learning activities, events and projects to meet the needs of the local community as reflected in the LIP.
- 3.6 As part of a team, manage the delivery and development of lifelong learning services within a locality.
- 3.7 Provide project and service support to community planning structures and community groups.
- 3.8 Support residents to take leading roles in the development of their communities and services and be pro-active in addressing issues.
- 3.9 Support the central and/or local co-ordination and delivery of locality partnership arrangements across the city as required, including developing effective linkages between strategic and local levels, information systems and the management and supervision of specific corporate or joint agency initiatives.
- 3.10 Develop the use of local community and school facilities to ensure access meets community needs.
- 3.11 Contribute to the development of effective integrated practice in the locality.
- 3.12 Implement Lifelong Learning services in accordance with the strategic direction set by Lifelong Learning Service strategic management.
- 3.13 Build and maintain effective relationships, taking strategic guidance from Citywide specialist Lifelong Learning teams as appropriate.
- 3.14 Take responsibility for sessional /project staffing and volunteers.
- 3.15 Contribute to the monitoring of sessional, staffing or project budgets.
- 3.16 Contribute to planning and reviewing the LIP.
- 3.17 Undertake any other tasks associated with speciality area.

### **Management and Monitoring of performance**

- 3.18 The outcome of the review of Lifelong Learning Services is such that new management arrangements are now in place for Locality Lifelong Learning Development Officers. The operational responsibility for these local staff sits with the four Locality Managers (Place). The four Locality Managers will be supported by two FTE Locality Lifelong Learning Service Managers who in turn will be operationally responsible for a varied number of Locality Lifelong Learning Development Officers.
- 3.19 The performance and impact of the LLDO's will be measured by the achievement of local and city wide targets. Those targets will be determined by the prioritisation of

locality need and the requirement to National and City priorities and the outcomes aligned with external funding e.g. from sportsotland, Education Scotland, ETC

- 3.20 Operational plans for lifelong learning will be required by each of the four management teams and work has begun on this however the challenge is to await clarity on the extent of the demand as determined by Locality Improvement Plans.
- 3.21 LLLDOs are currently supporting a range of activities in each of the four localities and every effort is being made to maintain levels of service however there is a requirement to work with partners and communities to find new ways of working and to be creative and ambitious in terms of mitigating the impact of having less resource available.
- 3.22 There is a great deal of excellent Lifelong Learning Service provision across Edinburgh that is making a significant contribution to the Council's Business Plan. The work of LLDO's is highly valued by local people and that strength of relationship will help engage local communities in designing new approaches of doing things and protecting where possible the things that people value most.

#### **4. Measures of success**

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- 4.1 A range of Lifelong Learning services are available in each locality.
- 4.2 Locality Improvement Plans are inclusive of local Lifelong Learning priorities.
- 4.3 Evidence is available that articulates the positive difference that is being made for individuals and communities and that improved outcome are achieved.

#### **5. Financial impact**

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- 5.1 There are no financial implications arising from this report.

#### **6. Risk, policy, compliance and governance impact**

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- 6.1 There are no adverse impacts arising from this report.

#### **7. Equalities impact**

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- 7.1 There are no equalities impacts arising from this report.

#### **8. Sustainability impact**

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- 8.1 There are no sustainability impacts arising from this report.

## 9. Consultation and engagement

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- 9.1 Engagement has taken place with all key stakeholders, including elected members and school communities.

## 10. Background reading/external references

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- 10.1 [Schools and Lifelong Learning Estate – Strategic Review](#)

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## 11. Appendices

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None.