

Argyll and Bute Council

Community Services

**Best Value Review of Community
Learning and Development**



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INTRODUCTION

1. Background

In light of the changes to the HMIE inspection process for Community Learning and Development (CLD) which now combines the schools inspection with the CLD inspection, and the introduction of the Fairer Scotland Funding stream, it was seen as necessary to review the CLD model of service delivery currently in place within Argyll and Bute, and consider the community engagement taking place. The CLD Service is operating in 2008/09 with a budget of **£2,612,373** and employs **53** FTE CLD staff, which is supplemented by **80** part time sessional staff.

2. Purpose

The purpose of this review was to look objectively at the service areas detailed within the scoping document. To *compare* and benchmark outputs and outcomes with those of other authorities and service deliverers, to *challenge* the method of service delivery by looking at or devising alternative models and structures, to ensure value for money and efficiency by considering *competitive* options, and to *consult* with stakeholders to ensure that their issues are taken onboard when reaching conclusions.

3. Scope

The review team focused on

- CLD service provision
- CLD support services
- CLD accommodation

In the course of which the team

- Examined service delivery models in other authorities
- Examined use of existing accommodation and explored alternatives
- Examined internal and external partnerships to identify opportunities for development
- Carried out consultation with Education, Social Work, Youth Link Scotland, Further Education Colleges, Young Scot, Active Schools, The European Manager.

4. Resources

The BVR Team was formed as follows:-

Service Area	Team Members
Best Value and Planning Manager	Janne Preston
CLD Service Manager	Jim McCrossan
CLD Area Manager	Lorna Campbell
Council Member	Cllr Strong
Finance Officer	Kevin Anderson
Education QIO	Don MacAlister
FE College Rep	Gill Watt
Stramash Manager	Niall Urquhart
CLD Front line staff	Raymond Flannigan
Quality Assurance Manager	Ann McColl - Smith
Union Representative	David Graham
Admin Support	Lesley Hogan

5. Timescales

The review of Community Learning and Development was conducted over a six month period, commencing at the beginning of September 2008.

6. Project Plan

A project plan was developed outlining the activities of the review team, and containing timescales, milestones and outcomes which were achieved and approved at each stage of the review process, with a final report due to Departmental Management Team in March 2009. (**Appendix 1**)

Appendix 1.

Project Plan	August				September					October				November				December					January			
	04	11	18	25	01	08	15	22	29	06	13	20	27	03	10	17	24	01	08	15	22	29	05	12	19	26
Set up Review Team																										
Briefing with Head of Service																										
Briefing with Staff																										
Finalise Project Plan																										
Agree and design consultation questionnaire																										
Gather in-house baseline information																										
Gather benchmarking information																										
Analyse in-house information																										
Analyse benchmark information																										
Analyse service configuration against future demands																										
Written Questionnaire Consultation																										
Focus Group/Stakeholder Consultation																										

Appendix One - Best Value Review of Community Learning and Development

Project Plan	February				March				
	02	09	16	23	02	09	16	23	30
Prepare initial findings report and produce service options									

SUMMARY OF KEY FINDINGS

- Throughout Argyll and Bute Council there are similar services being provided by various departments/staff groups, targeting a similar client group, but working in the main independently of each other.
- Young people can find themselves working with more than one service area in the department but without knowledge of the services provided by one another. More importantly service areas of the council have little or no knowledge of the expertise which may be provided by another service area, which could supplement the planned outcome for a young person.
- Partner agencies and groups are keen to work more closely with CLD.
- CLD has developed independently in each of the four geographic areas of Argyll and Bute, offering a varying service dependant on where you live.
- Some of the rural areas and islands within Argyll and Bute have little direct access to CLD services.
- A significant portion of the CLD budget is spent on janitorial/cleaning services in the community centres.
- The role of the Centre Councils and the relationship with CLD requires further review and updating.
- There is no clear link between the community capacity building work being carried out within the CLD service and the wider engagement of the council with the 3rd sector.
- The 3rd Sector Demonstration Project, which ran concurrently with this review, concluded that a single point of contact within the council for engagement with the 3rd sector would improve communication and development.
- In service areas such as grant funding, interested parties can apply to more than one department/section of the council and be successful with multiple grants for the same project, through lack of awareness by staff.
- The role of CLD with regard to the community engagement strategy developed by the Chief Executive must be considered.
- There is an opportunity to make an annual cost saving of £150,000 through management restructure.
- Reduction in hours of janitorial services and/or combining cleaning with janitorial services could realize potential savings of £150,000.
- There is no reference to any CLD services available to the public on the Council website.
- There is no electronic case management system in place for CLD services.

SECTION 1 – COMMUNITY LEARNING AND DEVELOPMENT PROFILE

1.1 Role of CLD within Argyll and Bute

Community Learning and Development is learning and social development work with individuals and groups in their communities using a range of formal and informal methods. The national priorities for the service are

- Achievement through learning for young people
- Achievement through learning for adults
- Community capacity building

The groups currently targeted are people who are unemployed, people on low income, people with disabilities or health issues, people with housing problems, minority groups, young people and older people.

The work of the CLD service is subject to ongoing inspection by HMIE.

1.2 Activities carried out by CLD within Argyll and Bute

Young People

- Life skills, social skills
- Youth clubs, outreach,
- Pupil support
- Diversionary activities
- Homelink – involving parents in their children's education

Adult Learning

- Adult Literacy and workplace literacy
- Provision of English for speakers of other languages
- Access to education and accredited learning
- Personal and social development in life skills and social opportunities

Community Capacity Building

- Support to voluntary groups
- Training for voluntary groups
- Support to community reps
- Administration locally of educational and leisure grants

1.3 The current Community Learning and Development Service in Argyll and Bute

The Service is currently structured on a geographical basis, with a CLD team based in each of the administrative areas, Mid Argyll, Kintyre and Islay (MAKI), Oban, Lorn and the Isles (OLI), Helensburgh and Lomond (H&L), and Cowal and Bute (C&B).

Each of the area teams is managed by an Area CLD Manager, and has staff which carry out youth work, adult learning and capacity building, together with a Homelink worker and administrative/clerical staff. Each of the area teams has their own budget, including a budget for sessional staff, which is managed by the area manager. The four area teams have developed their own strengths and operate independently of each other, although regular team meetings are held for the managers. In addition to the four area teams there is a Literacy and Numeracy manager based in Helensburgh, who manages the staff throughout Argyll and Bute, with her own budget. There is also an HQ team, based in Dunoon, which consists of the Community Learning and Regeneration Manager, the Senior CLD Worker (Standards) and administrative support.

The MAKI team work from two community centres, one in Campbeltown and one in Lochgilphead. The community centres are staffed with two janitors each, and provide office accommodation for the CLD workers and assistants. In Campbeltown the community centre also is a base for Argyll College. The C&B team work from two community centres, one in Dunoon and one in Rothesay. The community centres are staffed by two janitors each, and provide office accommodation for CLD workers and assistants. The H&L team work from Colgrain Primary School, in the short term, and will be moving to alternative accommodation in the near future. The OLI team work from modular buildings adjacent to Oban High School, and employ a part time janitor.

The CLD Service administer the letting of schools outwith school hours, and retain the money for those lets. The service also administer the hire of community mini buses and most pitches.

The community centres mentioned above, together with one in Rhu are run by Centre Councils. The Centre Councils' members are drawn from the external users of the community centres, and each has a constitution. The hire of the community centres, although administered by CLD staff, is paid to the Centre Councils, who in turn make an annual one off payment to the CLD service. The Centre Councils make decisions about use of the centre, structural improvements to the community centres, and pay for renovation work.

1.4 Community Learning and Regeneration Strategy

The above strategy, recently published by the Community Learning and Regeneration Manager, has identified 5 priorities which have helped form the focus of this review.

- Improve measurement of deprivation to take account of rural needs.
- Build Capacity for individuals, organizations and communities.
- Maximise community benefit from assets, both physical and human.
- Enable effective community engagement.
- Strengthen partnership working and related policy and practice.

SECTION 2 – YOUTH WORK

2.1 Background

There are dedicated youthworkers in each of the area teams, and the youth activity provided directly by CLD varies from area to area.

In MAKI youthwork is provided predominantly through support to youth projects and with an element of direct service provided through sessional staff at some youth clubs.

In OLI youth service is mainly provided directly by CLD workers through after school clubs, youth clubs and school holiday activity programmes.

The youthwork in H&L and C&B is provided through a mixture of the above.

2.2 Consultation

As this review concentrated on internal management structure, there was no need to consult the public at this stage. The stakeholders and partners identified were:-

- Youthlink
- Children and Families Social Work Services
- Education Department
- Area CLD Managers
- Young Scot
- Active Schools
- Further Education Colleges

Consultation was, in the main, carried out by the Best Value and Planning Manager through a series of meetings, e-mailed questions and telephone calls with the stakeholders identified. Existing consultation information provided by CLD staff was considered, but found to be inappropriate for the purpose of this review.

Consultation took place with the following stakeholders

Education	–	Robert Grant, Head of Secondary and Pupil Support
Social Work	–	Alex Taylor, Service Manager Operations – Children and Families
Active Schools	–	Nicola Malcolm, Active Schools Manager
Youthlink	–	Gillian Lithgow
Young Scot	-	Roanna Taylor
Area CLD Managers	–	Lorna Campbell, Area Manager Helensburgh and Lomond
Further Education Colleges	–	Gill Watt, Clydebank College, Mike Breslin, Argyll College
CLD Workers	-	Focus Group

2.3 Summary of results

During every discussion/consultation the recurring theme was closer partnership working.

- Youthlink pointed out that focusing youthwork around schools was an area of work which has recently been championed by Learning Teaching Scotland, and a new post within this organisation had been created to develop the concept.
- Social Work welcomed the opportunity to carry out or procure preventative work and early intervention which the collaborative approach would provide. In many cases the two service areas would be working with, or aware of the same children/families.
- Education was aware that the Curriculum for Excellence meant educators have now a duty to look at more than classroom activity, and recognised opportunities to develop/expand partnerships in areas outwith classroom but surrounding the school. Mention was also made of early intervention with potential offenders or disruptive pupils.
- The Youngscot Service is currently situated within Corporate Services and consists of one member of staff, together with admin support. The service is very isolated but there is a willingness from staff to develop the service and work in partnership with other youth focused services. Much of the core service (issuing Youngscot cards) is carried out by CLD staff. The service is paid for through earmarked reserve consisting of specific funding from the Local Action Fund and Community Safety.
- Active Schools has very strong links with the schools, and a few links in some areas with CLD staff. Opportunities for much closer working was welcomed, and partnerships seen as a positive move forward, complimenting each others service in areas such as diversionary activity during school holidays, health advice, coaching.
- CLD managers were clear that the outreach work currently in place must not be overlooked or swallowed up by the more traditional education activity. Concern was expressed about young people who were no longer part of the education system.
- Further Education Colleges saw youth groups focused around secondary school clusters as potential local contacts for providing information on FE needs.
- The staff Focus Groups felt that they provided a good service, which did work well with other strands of the department. It was recognized that this was not consistent throughout the services.
- The Duke of Edinburgh Award scheme is administered by one part-time member of staff who works in Argyll House in Dunoon. An annual payment of £5,500 is made by CLD to an outside consultant to quality assure the activity.

2.4 Conclusions

Conclusions drawn from consultation were as follows

- Stakeholders were keen to work more closely with each other, and with CLD.
- Areas where a joint approach or a referral system would benefit the young people were identified and agreement was easily reached on the concept of a more focused approach to youthwork, based on the current model for Active Schools and centred round the cluster groups of Argyll and Bute's 10 secondary schools.
- Youthwork should be managed by a dedicated youth manager in order to create a more uniform approach to youthwork throughout Argyll and Bute.
- Isolated youth services such as Young Scot and Duke of Edinburgh should be drawn into this focused management structure.
- Young people who are no longer part of the education system must not be overlooked.
- Youthworkers should be established to work alongside their colleagues in Active Schools and the education system, but their identity should not be lost.

SECTION 3 – ADULT LEARNING, NUMERACY AND LITERACY

3.1 Background

Currently the Numeracy and Literacy service is delivered by a dedicated manager and workforce, whilst the adult learning service is carried out by CLD workers, managed by the area CLD managers, in conjunction with two further education colleges, Clydebank and Argyll Colleges. Argyll College is focused mainly in the MAKI area, and OLI, H&L and C&B look mostly to Clydebank College for service delivery.

The client group is recruited by CLD staff through their work with a variety of groups, and adult learning courses are agreed with the FE colleges when an appropriate number of clients has been recruited (8). If the appropriate number of clients required to procure a course from an FE college cannot be reached, CLD provide the course directly to the smaller group, employing the tutors themselves. In many cases the tutors employed by Clydebank College are sourced by CLD staff, together with the accommodation etc.

The courses on offer are mainly computer courses, some first aid and yoga, with MAKI and OLI providing some cookery, photography and art classes.

Adult learning courses were provided as follows in the period June 07 – Jun 08 (for details see **Appendix 6**)

MAKI – 34 (including 5 ESOL – English for speakers of other languages - courses)

H&L – 38

B&C – 32 (including 6 ESOL courses)

OLI – 38 (including 11 ESOL courses)

3.2 Consultation

Stakeholders were identified as FE Colleges
CLD Management

Consultation/discussion took place with the following

Argyll College	–	Mike Breslin
Clydebank College	-	Gill Watt Stephanie Graham Karen Willey
Area CLD Manager	–	H&L, Lorna Campbell
European Manager	–	Jane Fowler (Employability Team)
CLD Workers	-	Focus Group
Social Work	-	Allen Stevenson, Service Manager for Mental Health and Learning Disability, incorporating substance misuse and sensory impairment
Adult Numeracy and Literacy Manager	-	Nasreen Kharegat

3.3 Summary of findings

- Clydebank College provide a service on behalf of CLD in all areas except MAKI and the islands. The service varies according to CLD requirements from area to area and is shaped in part by what colleges are prepared to offer.
- Argyll College provide a service on behalf of CLD in MAKI and the islands.
- Courses provided by the FE colleges, and in some cases CLD, are targeted at the unemployed/vulnerable/disadvantaged client groups.
- There are little or no leisure courses provided through CLD for the general public.
- Both FE colleges are keen to work with each other and the council looking at a wider range of courses, including leisure.
- The Employability Team is currently based within Development Services and its costs are funded through the contracts it wins and carries out. The team has strong links with Jobcentre Plus and local employers and works with Employability Teams in neighbouring authorities to deliver "New Deal" to the unemployed.
- There is no case management system currently in place to monitor outcomes and manage resources.

3.4 Conclusions

Conclusions drawn from consultation around adult learning, numeracy and literacy were as follows

- The numeracy and literacy work currently carried out by CLD is not replicated anywhere else within the council, and as it is managed centrally provides a consistent level of service throughout Argyll and Bute.
- As with youth work the theme was consistently closer partnership working.
- The adult learning service provided through the geographic service structure is inconsistent, differing from area to area.
- The adult learning workers should be integrated into the staffing structure currently operating for numeracy and literacy workers to produce more strategic planning.
- Closer working with the FE colleges could produce a programme of activity which could reach a wider client group, as other councils throughout Scotland have done.
- Both FE colleges have indicated a willingness to work more closely with one another, and to look at provision of leisure activities, which could be co-ordinated and encouraged by CLD.
- Currently the target groups for CLD adult learning is similar to that of the employability team, and therefore it would be beneficial to formalize partnership working by introducing a service level agreement between adult learning and employability with a referral process in place ensuring continuity of learning experience through to prospective employment.
- The Social Work Manager was keen to develop partnership working with Adult Learning and look at development of referral system for many of his client groups.

- The provision of numeracy and literacy projects for young adults (17 – 24) could be co-ordinated through the youth partnerships formed around the school clusters.
- A case management system would enable the Adult Learning team to substantiate and evidence work carried out and outcomes achieved, together with use of resources and allow forward planning.

SECTION 4 – COMMUNITY CAPACITY BUILDING

4.1 Background

Community Capacity Building is carried out by CLD staff in areas working with 3rd sector groups, supporting committees, attending meetings, administering community centres on behalf of Centre Councils, letting mini-buses and administering after school lets of school buildings. In addition to this CLD staff provide training to 3rd Sector groups, in order that they may conform to statutory requirements e.g. child protection policies, constitutions etc. CLD staff carry out the necessary paperwork for Education and Leisure Grants and also Social Welfare Grants. There are currently 8 FTE posts throughout Argyll & Bute paid from the Fairer Scotland fund, salaries range from LGE6 to LGE12. The capacity building service can be split into two areas, engagement and development, with details of the service as provided by the CLD managers, at appendix 6. In addition to this much of the engagement services at area level is carried out by the area managers in conjunction with the area committees.

Running concurrently with this review was the '3rd Sector Demonstration Project', chaired by Councillor Walsh. This project was looking at the relationship of the Council with the 3rd sector, identifying streams of funding, carrying out consultation, and exploring alternative more effective methods of interaction. The first phase of the project concluded in December 08, with recommendations being submitted to the Demonstration Project Board in the paper attached. It was agreed by the BVR team that it would be appropriate to await the findings of the Demonstration Project before any discussion took place around Community Capacity Building. The report was forwarded to the team in early January 2009, and the recommendations fitted well with the emerging findings of this review.

In addition to this the Corporate Improvement Plan includes the development of the Council's Community Engagement Strategy which will inevitably encompass the community capacity building work currently being undertaken by CLD workers and will also, it is envisaged, strengthen the role of the Area Committees.

4.2 Consultation

Consultation was carried out by the Demonstration Project, and shaped the finding in their report produced in December 2009. It was therefore felt unnecessary to replicate this, and as a result consultation during this review took place with

Eileen Wilson	- Community Planning Officer
Arlene Cullum	- Funding Officer
Margaret Fyfe	- Service Officer, Community Services
CLD Workers	- Focus Group

4.3 Summary of findings

- There is a clear link between community capacity building activity and the funding/engagement of and with 3rd sector organisations.
- There is little co-ordination amongst the various 3rd sector funding streams throughout the council.

- Historically CLD has worked with voluntary organisations. However 3rd sector now involves social enterprise activity.
- Capacity building activity carried out by CLD staff is targeted and does not encompass the wider community
- There is no outcome driven activity and no link to service or community planning.
- The level of activity varies from area to area.
- Capacity building involves both engagement with the community and development work with 3rd sector organisations.
- There is need for improved links with the established fora within the council to incorporate engagement with the community at a local level.

The CLD Review Team accept the findings of the Demonstration Project and the need for involvement from services currently based in Development Services, Improvement and HR, and Community Services. In providing focused contact within the council for engagement with 3rd sector and social enterprise in areas of funding and development and support.

SECTION 5 – COMPARISON AND CHALLENGE

5.1 How do we compare and challenge service delivery

Several areas of service were looked at during the review and as a result of the consultation exercises.

- Staff expenditure
- Recruitment
- Centre Councils
- Booking system

The following councils were contacted and supplied copies of their staff structure, adult learning programmes, and any other information asked for. (**Appendix 3, 4 and 5**)

- Moray Council
- Western Isles Council
- Midlothian Council
- Falkirk Council

The internet provided additional information, and council websites throughout the UK were visited. Adult Learning programmes were obtained from all sites visited. (**Appendix 8**)

Booking systems used within the council and in other businesses were looked at. (**Appendix 9**)

5.2 Summary of findings

- Staff expenditure – The two areas of staff expenditure looked at in depth were Janitorial costs and Sessional staff costs.
- Janitors at the community centres are employed by Operational Services and the budget for 2009/10 is as follows

• HQ (Argyll House)	£17,027
• Mid Argyll	£40,631
• Kintyre	£48,190
• Lorne	£8,435
• Rothesay	£42,019
• Cowal	£37,712
• Kirkmichael	£ 3,262
• TOTAL	£197,276

In addition there is a budgeted figure of £53,421 for cleaning five of the six community centres (excludes Cowal), and a budget of £77,000 held for payment of school janitors services during out of hours school lets.

- There is no health and safety requirement to have janitors present in the community centres, as confirmed with the Council's Health and Safety Manager and the departmental Health and Safety Manager.

- The budget for sessional staff during 2009/10 is £180,109.
- Sessional staff are offered temporary contracts.
- Recruitment for sessional staff is carried out at area level.
- Adult Learning courses are provided for targeted groups only.
- There are no Adult Learning courses provided for the general public.
- The Centre Councils were originally set up to ensure the community was involved in any changes to the community centres.
- The constitutions of Centre Councils have been in place since the days of Strathclyde Regional Council
- A fee is paid each year to the council by the Centre Councils.
- There is no service level agreement in place with the Centre Councils.
- There is concern regarding renovation work carried out on community centre buildings commissioned by the Centre Council without involvement from Community Services Property Manager.
- The Tores Leisure Management System, currently being installed by Operational Services, was originally thought to be the appropriate way forward. However this system is unfolding very slowly, and it is unlikely to have much impact on the CLD booking process in the near future
- At a cost to Community Services a discrete booking system could be purchased and installed in each school (**Appendix 9**)
- Community facilities such as schools are bookable on-line in a large number of authorities, or alternatively through a centralised booking procedure.
- The current method of booking a school out of hours in Argyll and Bute is through CLD at area level, who fax back and forth to the school until an arrangement is reached. The paperwork is dealt with by CLD.
- There is no mention of the services provided by CLD on the Council's website.
- With regard to functional/generic line management, councils are mixed across Scotland with many reviewing their service over the past 5 years driven by a need to reduce tiers of management.

Section 6 – Recommendations

6.1 Service Delivery

There are several reasons that a move from the current geographical structure to a function based structure is the recommendation of this review. The need to provide a service which is consistent, is integrated within similar services and avoids duplication was a clear priority. The views of the stakeholders involved were taken on board together with the concerns of the staff focus group, which related to fragmentation of the service. Strong partnerships being maintained should avoid this and the clear lines of responsibility should not dilute service delivery.

With regard to youth work, there are services within this department, and outwith, whose client base is youth. There is limited partnership working amongst the groups, and therefore little knowledge of what services are on offer. It is recommended that the youth work services provided by Active Schools, CLD and Duke of Edinburgh are managed by one manager, who will be responsible for forming partnerships with Social Work, Health and Education. It is recommended that the staff currently employed by Corporate Services to administer the Youngscot Service transfer into this new structure to be managed with other youth focused services, allowing development, support and closer partnership working. The transfer of staff should include any specific funding and earmarked reserve currently covering the cost of the service.

It is recommended that the structure of the youth work services be centred around the secondary school clusters, following the model currently in place for Active Schools, with youth workers placed at LGE9 on the salary scale. Partnerships should be formed in each of the cluster groups involving health, education, police, and should develop an action plan/ strategy which would feed into an overarching departmental youth strategy. Regular meetings of the cluster based partnerships should ensure that early intervention and diversionary work is in place, and referrals amongst the service deliverers allows the variety of youth work currently on offer to compliment and enhance. In order to facilitate this move to functional based youth team the CLD youth work should be led by an LGE 13 post, reporting to the current Community Resources Manager, together with an administrative assistant to be utilised for all youth work. It is recommended that an LGE10 post of Standards Officer be created, reporting directly to the CR Manager, carrying out work for both Youth and Adult Services, with regard to CLD requirements and standards essential for HMIE and other inspections, and to inform managers of initiatives and ongoing development. It is also recommended that this post should administer and monitor the Education, Leisure and Social Welfare grant process.

With regard to Adult Learning, Numeracy and Literacy, there is a need for closer working with the FE colleges currently operating within Argyll and Bute, creating a more strategic and consistent approach to learning across the council. It is recommended that an LGE 13 post should co-ordinate the adult learning programme, including numeracy and literacy work and Homelink across Argyll and Bute, developing opportunities for a wider client base through extended leisure activities and report directly to the Head of Community Regeneration. An area CLD worker placed at LGE 9 on the salary scale should be based in the each of the community centres, including modular building in Oban, together with administrative support. The functions of booking schools, community centres and mini buses should remain with the administrative assistants in the short term, until such times as the Customer Contact Centre is in a position to accommodate this activity. It is

recommended that the LGE13 managing the adult learning team approach the Customer Contact Centre Manager to discuss the possibility of this function moving in the near future. The current staffing structure in place for Numeracy and Literacy and the current budget should remain, with the manager reporting to the LGE13 post. It is recommended a formal partnership be put in place with CLD adult learning staff and the employability team, based in Development Services, which should include an SLA involving a referral system to ensure the natural progression from learning to prospective employment.

Community Capacity Building can be broken down into two distinct areas of work.

- Community Development
- Community Engagement

It is recommended that, in line with the findings of the Demonstration Project, areas of service throughout the council currently working with the 3rd sector in a development role, should be drawn together forming a unit where consistency and support can be provided. A single point of contact would be established linking services being delivered through the 'LEADER' programme and with links to the new Business Gateway Service and local area regeneration and community development in the Local Plan.

It is recognised that the ability for Development Services to dovetail work currently being delivered in other departments to the 3rd Sector with Business Gateway should lead to a much more dynamic service, offering not only funding and training, but capacity building support to community groups aspiring to be social enterprises or existing social enterprises undertaking community development planning. The work of this unit would be more likely to have tangible outcomes, linked to high spend and priority projects with clear focus and obvious links to the Council's service plans. It is recommended that 4 of the staff currently employed within CLD and paid from the Fairer Scotland fund should be, integrated into the new unit to provide the community capacity building element of service. This service would be undertaken in consultation with Community Planning Partners to ensure continuity of service, particularly with ABSEN, the CVSs, the Volunteer Centre and HIE, filling the service gaps which are to be identified in a CPP targeting exercise currently being lead by the Community Planning Manager.

Services engaging in 3rd sector development on a statutory basis (procurement of homecare, housing grants etc) should not be involved in this unit.

It is recommended that the broader community engagement work linked to the local area committee planning groups should be carried out by 1 x LGE 9 member of staff in each of the 4 geographical areas currently employed within CLD and paid from the Fairer Scotland Fund. In line with the Council's Community Engagement Strategy, the staff should be linked through the Area Corporate Services Managers to the Local Area Community Planning partnerships and should be line managed by a LGE13 post, Community Development Manager, reporting directly to the Library and Information Manager in Planning and Performance. This would lead to greater community involvement through the Local Area Planning partnerships across the council giving consistency of approach.

6.2 Support Services

The work currently carried out by the CLD team is supported through the employment of 80 part time sessional staff. The work carried out by the sessional staff varies from area to area, and in some parts of the service it was difficult to find justification for the hours recorded. However, there are services provided through some of the staff which are required in order to successfully realise CLD objectives. Therefore with regard to the sessional staffing budget and associated sessional staff, it is recommended that the Community Resources Manager and the Adult Learning Manager review and rationalise this workforce with a view to removing the sessional budget and bringing necessary sessional staff, together with their budget, into the core staffing budget, with terms and conditions of service brought into line with personnel requirements. This work should be carried out by September 2009. This will bring to an end the time consuming administration of time sheets for both Community Services and Payroll, and bring staff into line with the single status core conditions of service. It will also achieve the efficient and effective use of current resources as required by Best Value.

6.3 Accommodation

The traditional accommodation supported by CLD are the community centres which are located in Campbeltown, Lochgilphead, Dunoon, Rothesay and Helensburgh (Kirkmichael). There is a modular building in Oban where CLD staff are accommodated. The community centre in Dunoon, Rothesay, Kirkmichael and Lochgilphead are all well used by community groups, with the community centre in Campbeltown being in the main used by Argyll College.

It is recommended that the Adult Learning Manager should in the very short term review with the Centre Councils both their constitutions and the annual payments which they make to the Council. A decision should be reached regarding the termination or renewal of the existing arrangements and if renewed constitutions are found to be appropriate an SLA should be drawn up, with the involvement of the Quality Assurance Manager ensuring the legality of any payments made to or by the Centre Councils. Insurance liability responsibility for renovations and costs incurred by the Council in relation to administration should be focused on, with recommendations being submitted to DMT by late summer.

It is recommended that CLD youthworkers should be accommodated within the secondary school clusters they are associated with, alongside their Active School counterparts, and that the Community Resources Manager should commence negotiations with the schools to put this in place wherever possible.

It is recommended that janitorial services within the community centres during office hours be removed, and that reception duties during these hours should be carried out by administration staff. The cost of employing combined cleaning and janitorial staff for the hour before closing each night should be negotiated with Operational Services. Cover for administration staff holidays and sickness with regard to reception duties will be the responsibility of the Adult Learning Manager. It is recommended that negotiation with the centre councils with regard to out of office hour lets of the community centres be instigated in order that procedure may be put in place.

It is recommended that the Adult Learning Manager costs and pursues a case management system, allowing ongoing monitoring and planning of the developing programmes and courses for both adult and youth work.

It is recommended that the Adult Learning Manager, together with the Community Resources Manager investigate the development of appropriate information relating to their services being displayed on the Council's website.

It is recommended that negotiation with the Culture and Libraries Manager should commence regarding a joint approach to delivering courses based with library accommodation where feasible.

It is recommended that all interdepartmental transfer of staff should include budget and any specific funding relating to the provision of service.

It is recommended that any non-structural changes brought about through this review should involve public consultation.

SECTION 7 – COST

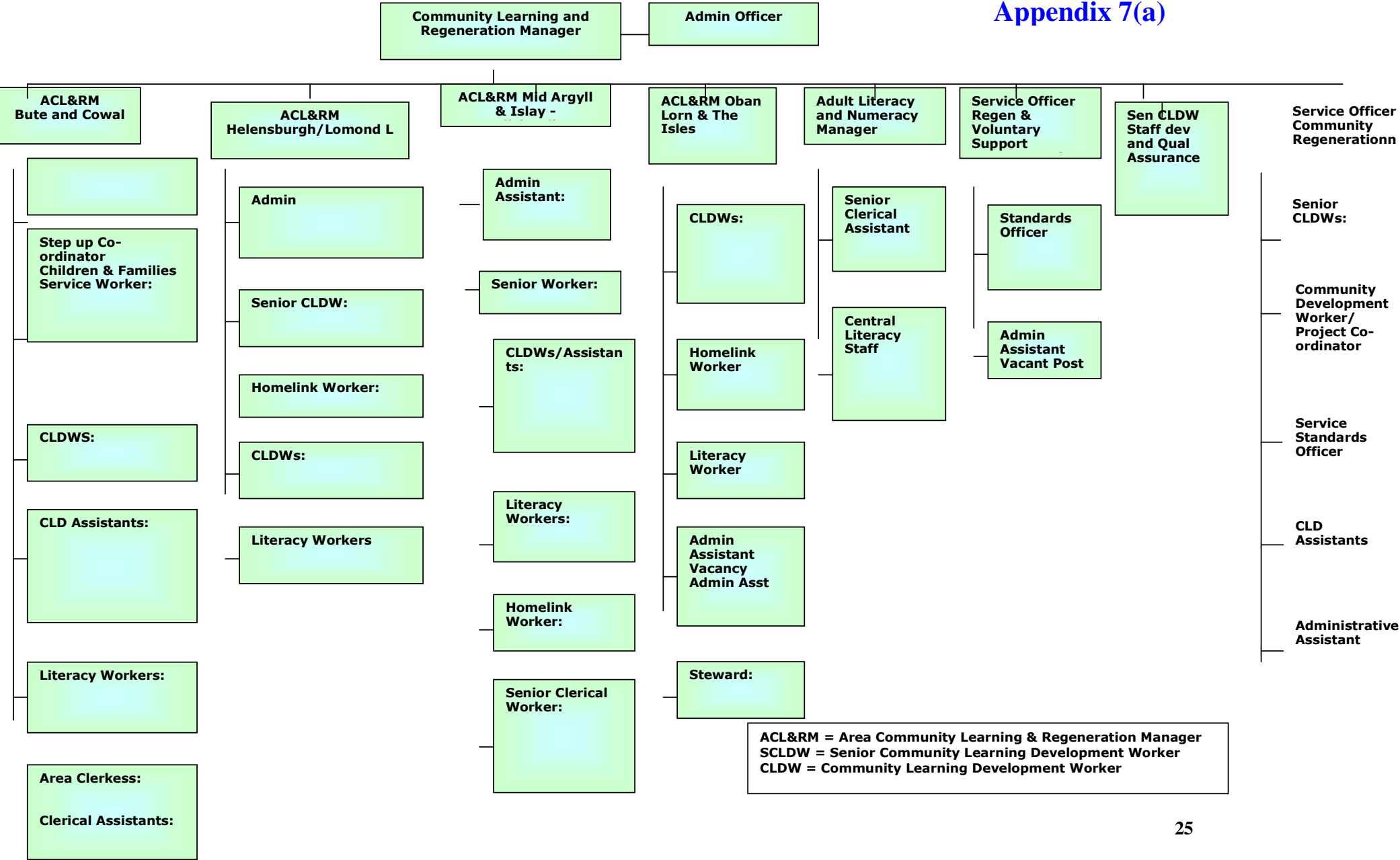
7.1 Cost

In considering the recommendations made in the previous section with regard to staff structure, cost had to be taken account of.

Appendix 7(a) shows the current staff structure and **Appendix 7(b)** details the recommended staff structure. It must be pointed out that staff currently paid under the “Fairer Scotland” budget lines would move to Development Services along with their staffing budgets.

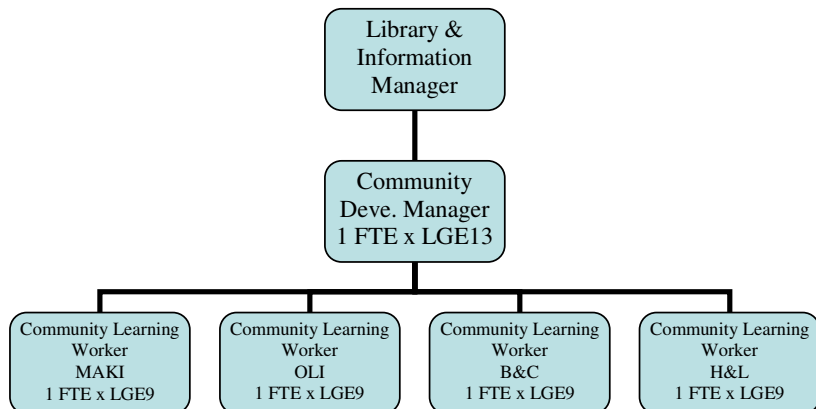
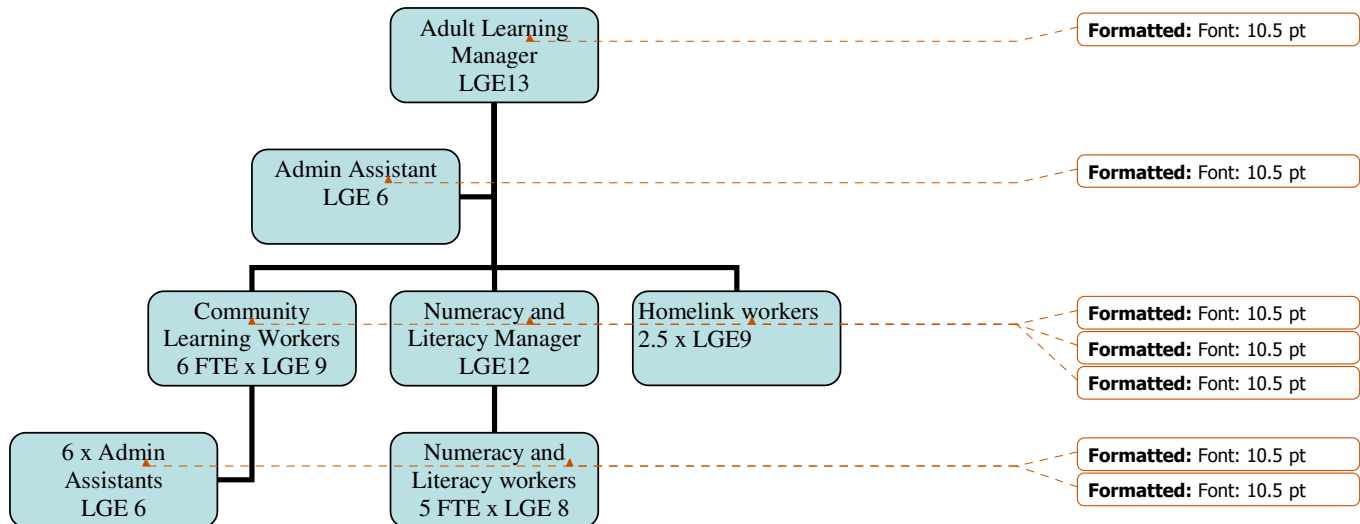
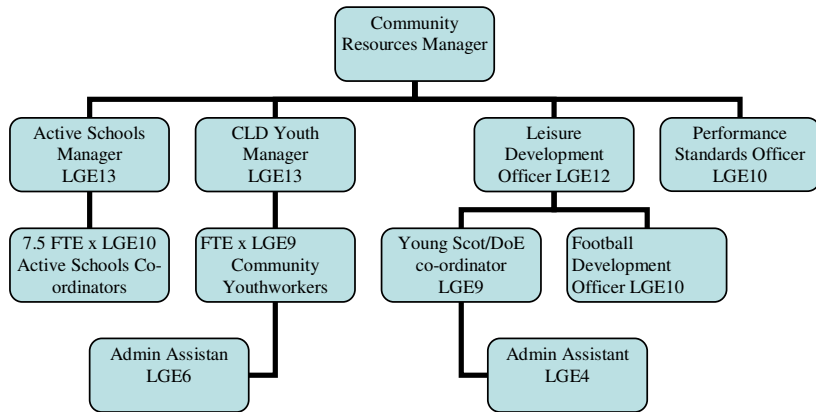
Appendix 7(c) shows the cost of the new staffing structure in comparison with the current structure.

The janitorial costs mentioned in Section 5 (£197,276) are costs currently paid to Operational Services and are a potential efficiency saving. The recommendation in Section 6 to rationalize the sessional budget may incur further staff savings, but costs are yet to be determined.



ACL&RM = Area Community Learning & Regeneration Manager
 SCLDW = Senior Community Learning Development Worker
 CLDW = Community Learning Development Worker

Appendix 7(b)



Appendix 7(c)

Youth Work	Salary Including on costs	Number	Total
LGE 13	50,427	1	50,427
LGE 10	34,075	1	34,075
LGE 9	30,149	6	180,894
LGE 9 (14hrs)	11,709	4	46,836
LGE 6	22,269	1	22,269
			334,501

Adult Learning	Salary Including on costs	Number	Total
LGE 13	50,427	1	50,427
LGE 9	30,149	6	180,894
LGE 6	22,269	7	155,883
			387,204

Community Development	Salary Including on costs	Number	Total
LGE13	50,427	1	50,427
LGE9	30,149	4	120,596
			171,023

Total Cost			892,728
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Budgeted Staffing Cost 09/10 per Current Establishment			1,633,160
Includes			
Duke of Edinburgh		11,211	
Homelink		77,107	
Literacy and Numeracy		175,310	
Sessional Budget		219,393	
Transfer to Development Services of remaining FSF staff		94,294	
			1,055,845
Total Cost from Above			892,728
Difference			163,117

Appendices

Appendix 2

ARGYLL AND BUTE COUNCIL
Policy and Strategy

DEMONSTRATION PROJECT BOARD
10 December 2008

Harnessing the Potential of the Third Sector to Help Achieve Council Objectives

DEMONSTRATION PROJECT

1. SUMMARY

- 1.1 The Demonstration Project was established in June 2008 to harness the potential of the Third Sector to help achieve Council objectives.
- 1.2 The Demonstration Project Team was tasked with taking forward the work detailed in the COHI Report, March 2008, and the political direction of Government, which recognises the role that Councils play in enabling communities to achieve their potential.
- 1.3 To ensure Argyll and Bute Council is fit for this role, the Demonstration Project Team was tasked to look at current Council policies and procedures and identify barriers and opportunities. This report outlines progress to date, recommendations and the next steps.

2. RECOMMENDATIONS

- 2.1 *The Board agree in principal to the continuation of the Demonstration Project to a second phase.*
- 2.2 The Board commit in principle to the resource implications of taking forward the Demonstration Project, subject to more detailed financial information.
- 2.3 *The Board continue to oversee the work of the Demonstration Project.*
- 2.4 The Board approve the general recommendations detailed in this paper.
- 2.5 The Board approve the recommendations detailed in each Project Outcome Report.

3. DETAIL

3.1 Consultation and research

- 3.1.1 The Demonstration project has undertaken consultation and desktop research with a range of internal and external partners to look at the four main outcomes as detailed in the Demonstration Project OBC and Action Plan.
- 3.1.2 The consultation included a questionnaire which appeared on two Third Sector intermediary organisation websites and was distributed with the Council's ALERT funding bulletin. In addition, each Team Leader contacted stakeholders individually; and the Third Sector Steering Group acted as a focus group, allowing discussion on issues and ideas for progress.

- 3.1.3 The findings from this consultation and research have been used to form the recommendations and suggestions for the next steps for the Demonstration Project.

3.2 *Findings – General*

Findings that relate to each particular outcome can be found in the individual outcome reports. Many of these findings were applicable to all outcomes and these have been summarised and detailed below. On the whole, findings from the Demonstration Project research and consultation exercise confirmed people's perceptions of the main areas for improvement.

- 3.2.1 **Examples of good practice in working with the Third Sector exist in some Council departments but awareness across the Council of the benefits of working with the third sector, and the underpinning knowledge such as community benefit, social capital etc. varies significantly.**
- 3.2.2 **The Council has undertaken work to help identify and measure social benefit in resource planning, and has a strategy for working with the Third Sector. It has developed the following;**
- (i) *Sustainability Toolkit*
 - (ii) *Outline Business Case Scoring System*
 - (iii) *Weightings for community aspects within the procurement process*
 - (iv) *Volunteering framework*
 - (v) *Corporate Plan*
 - (vi) *Corporate Planning and Performance Framework*
 - (vii) *Consultation Toolkit*
 - (viii) *Draft Community Engagement Strategy*

This work needs to be consolidated and developed into a coherent overarching framework for the Council's relationship with the Third Sector.

- 3.2.3 **There is not a general awareness within the Third Sector of how they can contract services from the Council, apply for grant assistance or have an impact on service delivery. There is no framework for the flow of information between the Council and the Third Sector.**
- 3.2.4 **There are many ongoing related strands of work such as the Corporate Planning and Performance Framework, Single Outcome Agreement, Community Engagement Strategy, Fairer Argyll and Bute Plan and others that the Demonstration Project must continue to work with in finding ways forward. Much of this work involves Community Planning Partners and there should be a framework for this work based on shared principles of transparency, accountability, communications, equity and respect between partners.**

3.3 *Overarching recommendations from themes*

Recommendations that relate to each particular outcome can be found in the individual outcome reports. Many of these recommendations were applicable to all outcomes and these have been summarised and detailed below;

- 3.3.1 **That there is a wider consultation, both internal and external, to fully inform the Project and make best use of existing resources.**
- 3.3.2 **That the Council, with the Community Planning Partners, develops a Compact with the Third Sector which will lead to improved partnership working.**
- 3.3.3 **That there is a single point of contact within the Council for all Third Sector work rather than a specific department. This will help the Council have a strategic view of the Third Sector and the Third Sector have a strategic view of the Council.**
- 3.3.4 **That the Council develop a tiered approach to working with the Third Sector which reflects the diversity of the Third Sector but within an overarching framework. This framework will enable appropriate signposting through the single point of contact, and would be useful in gathering intelligence on the Third Sector and its needs.**
- 3.3.5 **That a mechanism is established for ongoing communication between the Council and the Third Sector and a promotional strategy to highlight opportunities and contributions from both.**
- 3.3.6 **That the Council commits to the Public Social Partnership Project in Oban to help inform a way forward for Third Sector Service Delivery and to demonstrate action.**

- 3.3.7 That work should be undertaken to identify gaps or services where the Third Sector can deliver. This may be considered as part of developing Third Sector involvement in Single Outcome Agreements.**

4 RISK

- 4.2** The main risk facing the Demonstration Project is that both sides of the equation, Council and the Third Sector, do not move together. This will result in either the Third Sector organisations investing time, effort and commitment in something that the Council is unable to deliver, or alternatively the Council developing a framework that the Third Sector is not ready to participate in.
- 4.3** There is a perceived financial risk to the Third Sector in changes to ring fenced funding and the move from grant dependence to contracts. These risks could be lessened by developing a risk register for what has been ring-fenced and engaging the Third Sector in discussions.
- 4.4** The main risk to the co-ordination of the project is lack of resources and competing priorities on staff time.

5 NEXT STEPS

- 5.2** Responses from the consultation questionnaire and from informal meetings with stakeholders have shown an overwhelming desire for a further consultation based on the findings from this first phase. This second phase of consultation would involve more stakeholders and be over a longer period of time, essentially building relationships and an agreed way forward. This would form the basis of a Compact between the Community Planning Partners.
- 5.3** To do this the overall management of the project should continue to be overseen by the Demonstration Project Board to give it the status required to drive forward change. The Project Team should continue in their roles, to ensure expertise in the areas of work covered by the Project but membership should be expanded to include other identified expertise such as Social Work and Finance.
- 5.4** There is a need to either realign or provide additional resources to undertake a second phase of consultation and implementation of findings, and the Demonstration Board need to be aware of this in deciding the way forward. This is not fully costed but is likely to include dedicated staff to co-ordinate the Project, wide-spread consultation event and a contract for desk top research as specified earlier.
- 5.5** The alternative to taking forward a second phase of the Demonstration Project is to continue to develop each of the individual outcomes/themes with a central reporting point identified to ensure these outcomes are not developed in isolation. This central reporting point should be an existing structure such as the Organisational Development Policy and Performance Group.

6 RESOURCES

- 6.2** There are resource implications for a second phase of the Demonstration Project.
- 6.3** Actions specific to the individual outcome reports will, in part, be included within the service planning process. This needs to be costed and further developed.
- 6.4** Actions relating to the social economy may be funded through the Local Social Economy Partnership. This includes; £5,000 to research potential social enterprise activity in priority areas, £2,400 to develop a public social partnership, £1,200 to promote public tender website .
- 6.5** Actions relating to community consultation will be partly funded through WALT Challenge Fund. Funding from WALT is £20,000 yr1 (and a further two years at £18,000).
- 6.6** The publication and promotion of a report will be resourced by Big Lottery Fund.
- 6.7** The following resources have been identified as additional:
Desktop research on linking funding streams with priorities, risks of ending of ring-fenced funding and analysis of Third Sector to develop a tiered approach.
- 6.8** There is no identified resource for co-ordinating the project. This role is currently shared by Margaret Fyfe and Arlene Cullum with limited administrative support.

7 **TIMESCALE**

- 7.2 The intention is to develop an action plan for Phase Two of the Demonstration Project and a brief for consultation with partners. This plan and brief will be delivered by 31st January 2009.
- 7.3 The Consultation will begin in Spring 2009.

8 **CONCLUSIONS**

- 8.2 The findings and conclusions of the first stage of the Demonstration Project should be developed, refined and validated. It is clear from the consultation and research that though there are work streams appropriate to each individual outcome, the most pressing need is for an overarching framework to working in partnership with the Third Sector. This overarching framework needs to be flexible if it is to successfully harness the diverse range of abilities and aspirations within the Third Sector. A further stage of consultation and research is therefore required and this should be wide-ranging and include all Council departments, the wider Third Sector and Community Planning Partners. This work has resource implications for the Council, not all of which can be met through existing budgets.

For further information contact:

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10 December 2008

Appendix 3

MIDLOTHIAN COUNCIL
EDUCATION DIVISION COMMUNITY LEARNING AND DEVELOPMENT

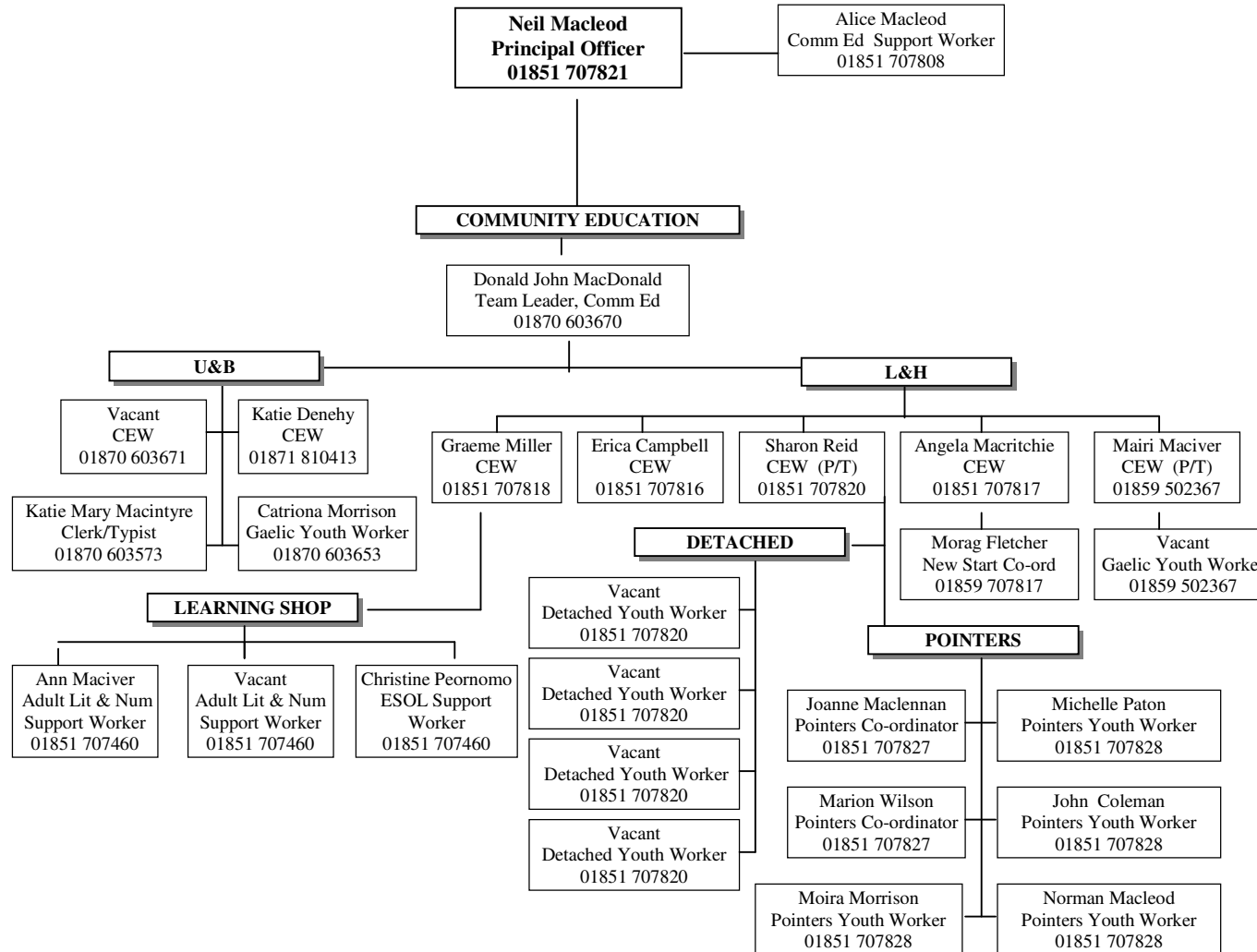
STAFFING LIST: Community Learning and Development, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG Fax: (0131) 271 3712

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nicuik Team	Lasswade Team	Newbattle Team	Dalkeith Team	Adult Education & Training Team
<p>Team Leader: John Fairgrieve Penicuik Community Learning & Dev Penicuik High School, 39a Carllops Road, Penicuik EH26 9EP Tel: 01968 664114 (Reception/Carol) Fax: 01968 670520 CLD Worker: Bruce Fraser xt 4108 CLD Worker: Geraldine Bathe xt 4114 CLD Worker: Joan Acton xt 4112 CLD Worker: Linda Gibson temp xt 4116 SSA: Carol Davidson (p/t) xt 4114 TL: John Fairgrieve xt 4107</p> <p>Strathesk CL and Development 4 Eastfield Farm Road, Penicuik EH26 8EZ Tel: 01968 678606 Fax: 01968 678649 SSA: Barbara Wilson (p/t)</p> <p>Penicuik YM/YWCA 58 Queensway, Penicuik EH26 0JJ Tel: 01968 674851 Fax: 01968 672836 CLD Worker: Rosemary Cowie } CLD Worker: Lea Taylor} Job share</p> <p>NOT CLD STAFF Beeslack Community High School Principal Officer: Robert Cooper SSA: Tel: 01968 673893 Fax: 01968 678659</p>	<p>Team Leader: Jake Herriot Lasswade High School Centre Eskdale Drive, Bonnyrigg EH19 2LA Tel: 0131 663 8170 Fax: 0131663 8170 CLD Worker: Kirsty Lamb CLD Worker: Derek Miller SSA: Irene McCulloch SA: Jacqueline Charters e-mail jake.herriot@midlothian.gov.uk and/ herrij46@staff.mgfl.net e-mail lambk29@staff.mgfl.net e-mail milled68@staff.mgfl.net e-mail mcculi93@staff.mgfl.net e-mail chartj21@staff.mgfl.net</p> <p>Loanhead C.L. Centre (formerly Paradykes) 5 Mayburn Walk, Loanhead EH20 9HG Tel : 0131 440 3169 Fax : 0131 440 3169 SSA: Karen Stewart (p/t)</p> <p>Sherwood C.L. Centre Cockpen Road, Bonnyrigg EH19 3HR Tel : 0131 663 7181 Fax : 0131 663 7181 CLD Worker: Andy McDonald SSA: Margaret N Thomson (p/t)</p> <p>Loanhead/St Margarets CLD , 34-36 Edgefield Road, Loanhead EH20 9DY CLD Worker: Linda Gibson Centre Co-ordinator : Nicky Aitken (p/t) Tel: 0131 271 3405 or xt 3413 Fax: 0131 448 0941</p>	<p>Team Leader: Karen McGowan (xt 5072) Greenhall C.L. Centre Gowkshill, Gorebridge EH23 4PE Tel: 01875 825091 Fax: 01875 825075 SSA: Anne Carr xt5091 SA: Pamela Brannan (p/t) xt5073 SA Irene MacLeod (p/t) xt5073 SA: Isobel Arundel (p/t) Evening SA: Debbie McNulty (p/t) Evening</p> <p>Room 12 – Greenhall Centre Tel: 01875 823070 CLD Worker : Isabel Pattie (JS) CLD Worker : Alistair McDonald</p> <p>Centre Co-ordinator based at Gorebridge PS – Vivian Wallace Tel: 01875 823262</p> <p>Newbattle C.L. Centre 67 Gardiner Place, Newtongrange EH22 4RT Tel: 0131 663 6055 Fax: 0131 663 5181 CLD Worker: Paul Johnson * Centre Co-ordinator: Jill Ewing</p> <p>Lawfield Primary School 26 Lawfield Road, Mayfield EH22 5BB Tel: 01875 825038 CLDW: Paul Johnson *</p> <p>*Paul Johnson based between Greenhall, Lawfield and Newbattle</p>	<p>Team Leader: Laurence Reid (271 3480) Dalkeith Community Learning and Development, Fairfield House, Dalkeith Tel: 0131 271 3481 Fax: 0131 271 6669 CLDW: Sharon Dalgleish (271 3434) SSA: Isobel Arundel (271 3481)</p> <p>Tynnewater Primary School, 32 Crichton Road, Pathhead EH37 5RA Tel: 01875 320700 Fax: 01875 320962 CLD Worker: Gael Belton (term time)</p> <p>Dalkeith Community Centre 6 Woodburn Road, Dalkeith EH22 2AR Tel: 654 9817 Fax: 663 1843 CLD Worker: Vacancy CLD Worker: Wilson Masih SSA: Irene Stirling (p/t) SSA: Debbie McNulty (p/t) SSA: Helen Paterson (p/t) dalkeith_ssa@midlothian.gov.uk Duty Officer: Billy Faughnan Duty Officer: Alan Thyer</p>	<p>Team Leader: Mary Blair (Acting)</p> <p>Snr CLDW Training: Isabel Pattie</p> <p>Midlothian Adult Literacy & Numeracy Initiative Rooms 105+116, Greenhall Centre, Gorebridge Tel: 01875 825086 Fax: 01875 825192</p> <p>Manager: Stephanie Heasman xt 5089 SSA: Audrey Young xt 5086 (JS) Sharon Hill Xt 5086 (JS)</p> <p>Snr CLDW Literacy & Numeracy: Frances McLennan xt 5090 Development Worker : Martin Tod Development Worker : Jenny McPherson xt 5087 & 5088</p> <p>Progress Through Learning New Leaf, 5 Eskdail Court, Dalkeith EH22 1AG Dev Officer: Lydia Kerr Tel: 0131 271 3292</p>

Appendix 4

COMMUNITY EDUCATION SERVICE – Western Isles Council



Appendix 5

Argyll & Bute COUNCIL **Employability Team** **Special Project Work**

Our Aim:
“Is to increase the ability of individuals to recognise their own strengths and from this access sustainable long term employment”

Employability Works:
Argyll and Bute Council's Employability Team has provided opportunities for over 1800 individuals over the last five years, by delivering personally tailored packages of understanding, support and opportunity.

Involvement in special projects such as those outlined in this leaflet provides excellent skill and confidencebuilding opportunities, as multiple benefits for our Communities.

Pathways to School
Covering almost the entire Argyll & Bute council area this special project provides safer school routes for children in urban areas by restoring pathways for pedestrians and cyclists. At present we have projects running in Kilmartin, Inveraray, Appin and Roseneath. Our clients have received training in road construction and general Health and Safety issues.

Rosneath and Clynder Project
Rosneath and Clynder are two linked villages on the eastern side of the Rosneath Peninsula. This project involves visually improving these areas to better serve the community by deterring vandalism and substance abuse. Our clients experience a wide range of training and experience, how small communities can be improved.

Mid-Argyll Pathways Project
Our clients were exposed to a wide range of skills, from joinery to pathway construction and bridge building, in a project we named “The 39 Steps”. Steps and pathway were built, rising from sea level at Ardrishaig up to a height of 200m, testing fitness, motivation and logistical expertise!

Lamont Memorial Restoration
A highly a tricky project in Dunoon was set up to restore the memorial commemorating the massacre of 200 Lamonts in 1646 by Clan Campbell. Sitting on a bedrock of slate, which has not weathered well, many problems with the restoration project have had to be overcome by our competent and dedicated team in Dunoon.



Headstones Project

Use of heavy lifting equipment, general building and grounds maintenance are just some of the skills training being used to restore weak and damaged headstones in Dunoon, Helensburgh and in Kintyre. Argyll and Bute Council fund this project in order to safeguard dignity and peace of mind for those remembering their loved ones.

Dunollie

West Highland Housing Association is currently working with the Employability Team to regenerate some of the neglected areas of Dunollie in Oban. Clients and community have benefited from the the work carried out.

Lorn Villages Project

Lorn Villages Community Capacity Building Programme has provided partnership working opportunities for the Employability Team in several projects, including the Nelson Memorial Monument and the Kerrera Drovers Path. Actively involving local residents in project completion whilst including client skill building has been a fabulous experience for residents and clients alike. All involved are rightly proud in this worthwhile project.

Lade Project Rothesay

This was one of our first partnership projects. We teamed up with Browns of Strone and Fyne Homes to bring a derelict site back into community use. Shared skills, knowledge and understanding were used to complete the project and now all agree that it is now a more than just an attractive addition to the community.



Argyll and Bute Employability Team activities are part funded by:



PROJECT PART-FINANCED
BY THE EUROPEAN UNION
Europe and Scotland
Making it **work together**



Contact:

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Our Aim:

“Is to increase the ability of individuals to recognise their own strengths and from this access sustainable long term employment”

Employability Works:

Argyll and Bute Council's Employability Team has provided opportunities for over 1800 individuals over the last five years, by delivering personally tailored packages of understanding, support and opportunity. All this, combined with our employer contact means that we are the number one provider of employability skills in this area.



Looking for work?

Here's what we can do for you:

If you are between the ages of 18 and 24 and have been unemployed for at least 6 months, or if you are 25+ and have been unemployed for at least 18 months, or if you are in receipt of incapacity benefit, then this is what we can do for you:

Help you to assess your strengths and skills.

Support you to address your personal barriers preventing you from getting a job.

Help you to understand the local job market and what employers are looking for.

Support in planning towards your employment goal.

Arrange a work placement for you, either with an employer or on one of our landscape and construction projects.

Help you to access relevant training.

Offer you individually tailored support in your continued search for permanent employment.

Success!

About 60% of clients starting on our programmes move into longer-term employment because we work with employers to bring out your potential.





Argyll and Bute & West Dunbarton

Argyll and Bute Councils Employability Team, is the prime contractor for the delivery of New Deal Programmes in the Argyll and Bute and West Dunbartonshire area of Scotland. In order to ensure that these programmes are delivered in a positive manner and one which meets the needs of customer groups, the Employability Team has formed a partnership with several other providers of New Deal programmes. New Deal programmes such as: the Intensive Activity Period for the 25+ age group, the Environmental Task Force for the 18-24 age group, Full Time Education and Training, the Voluntary Sector Option and Mentoring will be delivered in such a way as to ensure that as many of our customers as possible are able to enter long-term sustainable employment and to contribute to the continuing development of sustained local economic activity.

Employability Team Partners

Management Introductions, supporting the 25+ Intensive Activity Period in West Dunbartonshire.

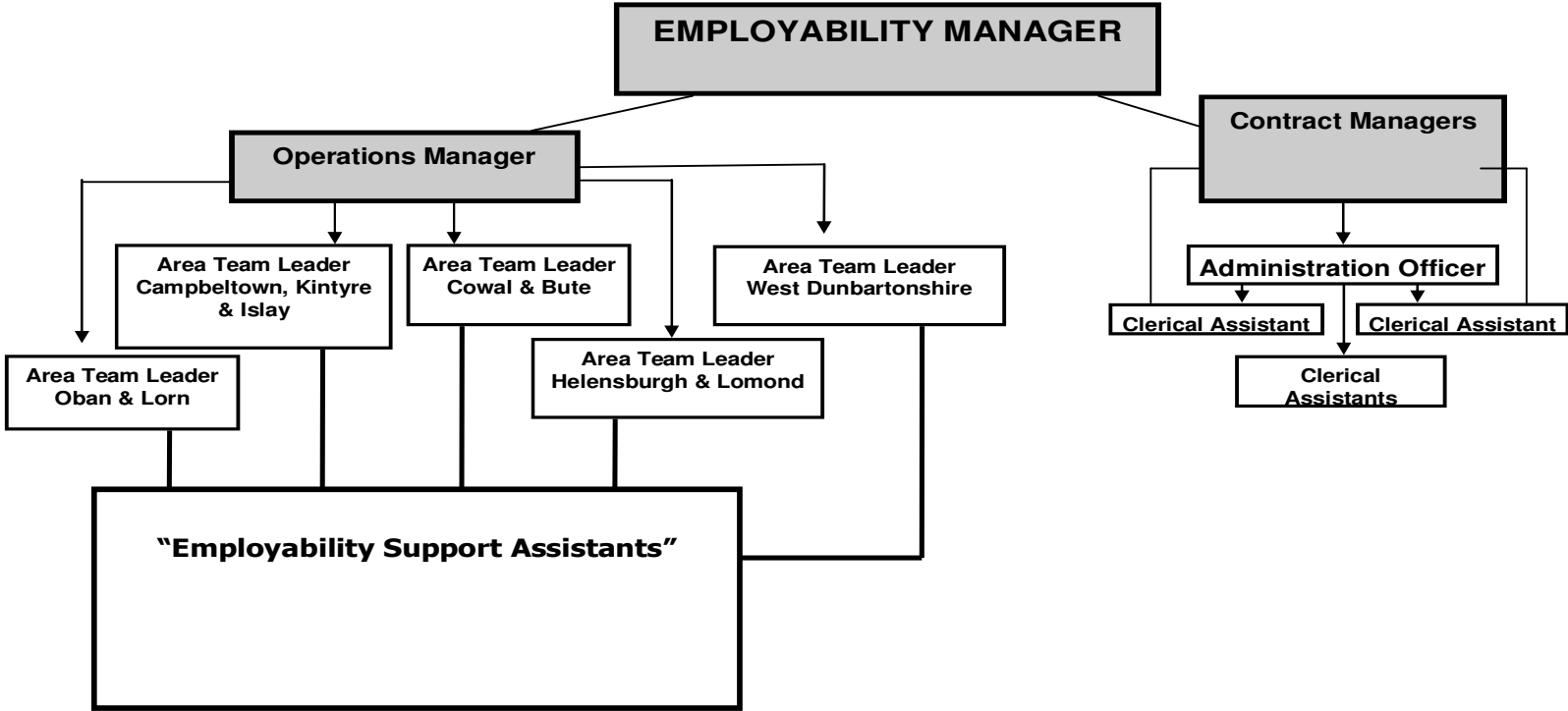
West Dunbartonshire Council, supporting the Environmental Task Force for the 18-24 age group.

The Tell Organisation, supporting Full Time Education and Training in West Dunbartonshire.

Argyll Training, supporting Full Time Education and Training in Argyll and Bute.



Employability Team Staffing Structure



Appendix 6

AREA: BUTE AND COWAL

Work with Young People (8-25yrs), including:

- Basic skills, life skills, social, sports, and physical activity opportunities
- Youth clubs and diversionary activities; outreach and targeted youth work
- D of E Awards, pupil support, including XI groups and expanding 'Curriculum for Excellence' in a community setting
- More Choices, More Chances local implementation groups
- Youth participation work– Youth Forums, Youth Focus, Scottish Youth Parliament
- Support of voluntary sector youth work organisations

WORK WITH YOUNG PEOPLE: BUTE AND COWAL					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
B-Active	Summer diversionary activities	School Holiday periods April 2 wk Sum 6 wks Oct 2 wks	36 day trips	92 young people Aged 12-17 56 boys 36 girls	324 Individuals places
Youth Participation	Supporting Youth Participation Activities	6-8 weekly meetings	2hrs meetings	8 -12 YP	61
	Facilitated Workshops	ABYF 4 meetings inc AGM	All day +Residential	Up to 32 YP	120
	Individual support to office bearers	SYP Agm + 4General Meetings across Scotland	Various, approx 4hrs p.w.	6	240
	Planning days including Chief Exec of YouthLink Scotland	6 over the year	6 days including week ends	20	120
Youth Focus	Youth consultation and participation	Meeting of Young People	Held 4 times a year.	15	60
	Establish an Argyll and Bute Youth Work Plan	Meetings with YP from across AB	3	25	75
	To contribute to the work of the Community Planning Partnership	Preparation sessions to bring YP up to date.	6 over the year	10 young people from Cowal.	60
Young Scot	Young Scot Cards for new S1 and S4	Annually	All day session plus follow	Approx 400	400
	Young Scot Card Replacements	Up to 200 mainly during school	up at up to 4 Primary schools Variable	200	200

WORK WITH YOUNG PEOPLE: BUTE AND COWAL					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
		holidays	sessions		
	Young Scot/Dialogue Youth Conference	Annually	Two day event	60	60
Cowal Youth Information Project (CYIP)	Youth info Focal point and promotional shop for YP and their activities	Mon/Wed night and Sat afternoon.	3 sessions weekly for 2 hours for 10 months	On average 15 young people aged 13-19 each session	1800
Outreach & Street work	To establish contact with hard to reach young people.3/4 nights for 2 hours M or Th and F. Sat	April to June 07 and Feb to Mar 08	3 sessions per week for 14 weeks	Contact with approx 20 young people per session	840
Social Inclusion sessions with Spark of Genius	To explore options to integrate excluded young people into existing youth work activities	Ongoing weekly sessions during school term	Thursdays for 36 weeks	9 Young people	324
Dunoon and Cowal Youth Project	To offer a range of youth work opportunities to young people	Open 7 nights per week for 36 weeks of the year.	Usually two hour sessions	An average of 28 young people per session	7056
		Open daily Mon to Fri for 42 weeks of the year	Various		3150
Basketball Groups	Basketball coaching and skills – Jnr/Snr sessions	Ongoing weekly	3hr session on Mon for 30 weeks	30 Juniors 14 Seniors	1320
Youth Centre Discos	Fundraising and social events for YP aged 16 -18 Offer support to the pupils running each event in particular with any issues arising from each Disco	6 themed discos held during recorded period	7.30pm to 11.30pm	Each event 100 tickets sold	600
Girls Group	Single sex issue based work	Ongoing on Wednesdays	36 sessions for 2 hrs weekly	Average of 15 girls age 13 -16	540
Table Tennis group	Sport and activity development – table tennis	Ongoing weekly on Monday in DGS	1.5hr sessions for 34 weeks (7-8.30pm)	Average of 16 young people aged 10 -16	544

WORK WITH YOUNG PEOPLE: BUTE AND COWAL					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
Groupwork	Targeted work around Self esteem and health	10 Week programme	10 sessions 2 hours Mon weekly (4-6pm)	8 Age 13 -15	80
World Aids Day	Various events and activities are planned to raise awareness of HIV/AIDS.	Week long event annually	6 events	Contact with over 250 YP.	250
		Planning events in partnership with YP from DYC and DGS	15 planning meetings	10 young people involved	150
No Smoking Day	To raise awareness amongst young people of the dangers of smoking.	Annual event. Support/ Info session to help smokers in DGS to stop.	Three day activities and outreach work with DGS pupils and smoking Cessation Worker.	28 young people (aged 13 - 16) attended sessions. Contact with over 150 young people.	28 150
International Youth Work	To develop international youth exchange projects.	Ongoing in preparation for an event in Argyll (07) and Finland (08)	Regular meetings and one pre exchange residential with Scottish Group. Sessions varied fro 1 hour to 2 days	12 young people aged 16-18 involved in 6 planning sessions	72
	Encourage greater cultural awareness and travel.			Week long residential with youth groups from Finland and Sweden in October 07	44
Bute Youth Project Drop -In	Provide young people with a base for a programme of educational and leisure activities	Ongoing for 36 weeks of the year.	4 sessions per week	Average of 22 young people per session	3168

WORK WITH YOUNG PEOPLE: BUTE AND COWAL					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
Bute Holiday Activities Programme	Diversionary activities, e.g Mainland trips	Easter, Summer and October Holidays	Average of 1 trip per week during Holiday Periods	14 trips held during holiday periods with an average attendance of 12 young people	168
Pupil Support	Providing out of school activities and facilities for pupils at risk of exclusion	Term Time (36 wks)	Various sessions	6 young people per session	250
Bute Youth Project Management Committee	Support Bute Youth Project	Prep and subsequent action time for each meeting	4hr x 6 per year x 2hr meetings per year	Average 6	36
MCMC Implementation Groups (Bute and Cowal)	Identify and respond to MCMC target group and issues	Chairing, prep and action time for each meeting	8 x 2hr meetings per year	Average 10 per meeting	80
Help project FSA video project	Life skills, Healthy Eating and ITC training	16 week programme	1 session x 4hrs per week	Average of 9 young people per session	256
Digital Arts Playscheme workshop	ITC training /diversionary activity	One off	2 days	10	20
Animation workshops	Educational inputs to various youth work organisations on Bute	Various times	18 sessions	Average attendance of 15	270
Video Workshops	Educational inputs to various youth work organisations on Bute	Various times	8 sessions	6	48
Emotional Literacy	Personal and social education	15 week programme	15 x 1 hour sessions	39	585
		6 week programme	6 x 1 hour sessions	17	102
Ballochgoy Summer	Engage with young people 8-14 years	Annual event	2 weeks summer	52 per day	520

WORK WITH YOUNG PEOPLE: BUTE AND COWAL					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
Playscheme	within the regeneration area		holidays		

Community Based Adult Learning, including:

- Personal and social development and capacity building with adults in basic skills, life skills, social, arts, sports, and physical activity opportunities
- Supporting local access to education and accredited learning, non-vocational and vocational training, and provision of English for Speakers of Other Languages (ESOL)

ADULT LEARNING: BUTE AND COWAL					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
Learner Support Session	Drop In provision to support current and potential learners	Weekly	48 x 2hrs	6	288
First Time Computing	To teach learners basic computer skills.	Weekly	10 x 2hrs	51	510
Guidance Session for Learners	To provide information and support to learners	Beginning, mid point and end of course	3 x 1hr	208	624
British Sign Language	To enable learners to communicate with deaf people in BSL about familiar, day to day topics and activities.	Weekly	30 x 2hrs	14	420
Health Choices	Provide a framework for students to develop planning and organisational skills and self awareness through health and fitness.	Weekly	11 x 2hrs	8	88
Intro to Psychology	To encourage people who are disadvantaged to participate in learning	Weekly	11 x 2hrs	14	154
Hardware Concepts	Training to enable volunteers to recycle computers for community use.	Weekly	20 x 2hrs	7	140

ADULT LEARNING: BUTE AND COWAL					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
Care Skills Taster	To encourage people who are disadvantaged to participate in learning	Weekly	2 x 2.5hrs	14	28
Computers For All	To teach learners to use a computer system	Weekly	10 x 2hrs	55	550
Care Skills	To encourage people who are disadvantaged to participate in learning	Weekly	11 x 5.5hrs	9	99
Management Committee Training	Training for voluntary committee members of Childcare Project.	1 off	1 x 2hrs	3	3
Management Committee Training	Training for voluntary committee members of Mental Health Project.	1 off	1 x 3hrs	6	6
Food Hygiene	To ensure staff and volunteers are aware of food hygiene standards for voluntary lunch club.	Weekly	2 x 3.5hrs	13	26
Food Hygiene	To ensure staff and volunteers are aware of food hygiene standards and can support young homeless people.	Weekly	2 x 3.5hrs	11	22
Book Keeping	To give learners a clear understanding of the basic principles of book keeping required for employment	Weekly	9 x 2 hrs	11	99
ESOL Beginner	To provide English language classes.	Weekly	4 x 2hrs	8	32
ESOL Advanced	To provide English language classes.	Weekly	7 x 2 hrs	8	56
Internet Basics	Introduce the basics of using the Internet and E-mail	Weekly	20 x 2hrs	17	340
ESOL mixed ability	To provide English language classes.	Weekly	12 x 2hrs	9	108
ESOL Beginner	To provide English language classes	Weekly	12 x 2hrs	6	72
ESOL Advanced	To provide English language classes	Weekly	10 x 2hrs	9	90
Blood Borne Virus	To gain an understanding of blood borne viruses, the associated risks and measures that should be taken to protect against	One off	1 x 3hrs	12	12

ADULT LEARNING: BUTE AND COWAL					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
	contraction.				
Supporting Older People in movement	To enable volunteers and staff of Elderly Befrienders to support older people's mobility.	One off	1 x 3hrs	9	9
Deaf Awareness	Develop awareness of issues affecting Deaf and Deafblind people. Develop communication skills with Deaf and Deafblind People.	Weekly	10 x 2hrs	14	140
Care Skills	To provide learners with a insight into working in the care sector.	Weekly	10x5.5hrs	7	70
It's Your Turn	Working with WEA to provide learning opportunities to assist people into employment.	3 days per week	24x 5hrs	8	192
Gaelic Partnership Meetings	To provide support community group	Quarterly	4x2hrs	5	20
MCMC Meeting	Input at local planning group	Monthly	12 x 2hrs	8	8
Area Development Group Meeting	Input at local planning group	Monthly	12 x 2hrs	25	25
ELSD Meeting	Input at local Employment Learning Skills Development planning group	Quarterly	4 x 3hrs	10	40
HELP Project	Identify learning opportunities for staff supporting young homeless	Ongoing	1 x 3hrs	3	3
HELP Project	Learning Bytes induction session with staff supporting homeless y.p.	1 off	1 x 2hrs	6	6
Colintraive Learners visit	Guidance session	1 off	1 x 2 hrs	10	10
Celebration of Learning	Support learners and provide information	Annual	1 x 5hrs	30	30
Jobs Fayre	Provide information at local Jobs Fayre	Annual	1 x 6hrs	100	100
Breakthrough	Information session for young people	1 off	1 x 3hrs	6	6
One Scotland – Many Cultures	Intercultural event	1 off	1 x 5hrs	50	50

ADULT LEARNING: BUTE AND COWAL					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
Tutor Induction Session	Induction session for potential tutors	Annual	1 x 2 hrs	15	15
Parenting Groups	Encourage positive approaches to handling children's behaviour	3 x courses	24 sessions	7	168
Ballochgoy Parent & Toddler Support Group	Promote family learning, life & social skills	Ongoing during school term time (36wks)	2 session's x 1.5hrs per week.	Average 14	1008
Bookstart and Rhymetime Groups	Promote Family Literacy skills on Bute	Ongoing during school term time.	24 x 1hr sessions.	Average 17 per session	408
Family Learning Events Bute	To encourage family learning.	Series of one off events held throughout the year	6 Events	Event 1 – 40 Event 2 – 12 Event 3 – 26 Event 4 – 23 Event 5 – 46 Event 6 – 53	200
Family Activities	Promote family learning, life & social skills	Series of one off activity sessions.	13 sessions held during holiday periods	Various attendance	449
Song of the fortnight	Promote family learning & literacy skills – via song sheet reinforced at crèche & home	1 hour fortnightly	26 sessions	30 families per fortnight	780 (Families)
ITC drop in session (Bute)	Intro to ITC – ITC support	Ongoing weekly	1x 4hrs per week	Average 6 per session	216
ITC training courses certificate - Bute	To teach learners basic computer skills.	4 classes	10 week x 3.5hrs classes	Average 10 per session	400
ITC Training courses non cert - Bute	To teach learners basic computer skills.	4 classes	6 week x 2.5hrs classes	Average 10 per session	240
Older voices (writers workshops)	To encourage creative writing	Ongoing weekly	1sessions x 4hrs per wee	9	324
ESOL programme - Bute	Improve communication skills	2 classes per week	40 x 2hr sessions	Average 4 per session	160

Community Capacity Building, including:

- Provision of training and support to Area Development Groups, community representatives, community associations, social economy and voluntary organisations
- Education Development Grants; Social Welfare Grants
- Provision to the voluntary sector – minibuses, school letting and resources
- Key roles in delivery of the Fairer Argyll and Bute Plan regarding community capacity building

CAPACITY BUILDING: BUTE AND COWAL					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
Health & Wellbeing subgroup	To administer the JHIP and address local health issues.	Ongoing - 2 monthly	6 x 2hours per year	14	84
MCMC	To identify and engage with participants in the target group. To minute and network with other service providers.	Monthly	12 x 2hrs	8	96
AWMG Area Development Group.	To identify local needs and develop partnership responses.	Monthly	12 x 2hours	25	300
Housing & Communities	To promote community capacity building and tackle environmental issues.	2 monthly	6 x 2hrs	10	60
ELSD Sub-Group	To support community reps in looking at issues surrounding employment & training. To minute this meeting and network with other providers	Quarterly	4 x 3hrs	10	40
Community Reps Individual Support (Dunoon)	Provide support for local community reps.	Ongoing	On average 15 hrs per month	12	144
Community Reps Forum (Dunoon)	Support community reps involvement in groups.	Monthly	12 x 2hrs	Average attendance 6	72
Community Reps Forum (Cowal & Bute)	Pre-agenda meeting for strategic board meeting.	Quarterly	4 x 6hrs	6	24
Comm Reps Strategic Board	Supporting reps to report back to the strategic board.	Quarterly	4 x 6hrs	6	24
Cowal Stress Management.	Meeting to provide information about courses and H&W subgroup	As required	2hours	8	8

CAPACITY BUILDING: BUTE AND COWAL

Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
MWTRA	Support to tenants and residents group	Monthly	12 x 2Hrs	10	120
Parents Seminar	Assist with organisation and promote the ADG	One off	1x5hrs	1	1
Deaf Awareness	Raising awareness of issues for deaf people and developing communication skills.	Ten week programme	10 x 2hrs	14	140
Good Practice Visits	To introduce community reps to examples of good practice and new ideas.	4 visits took place	Various	Various	42
Outreach Briefings - Dunoon	To network with local organisations and promote the activities of the outreach project.	Quarterly with various organisations	2hrs	4	36
Litter Project	To develop the Ardenslate Litter Project	6 weekly	2 hours	10	70
Dunoon Music Project	To support the development of a dedicated live music venue for young people in Dunoon.	Ongoing as required	Various	Average of 8 per meeting with as many as 100 at events.	250
Outreach in Regeneration Areas	To engage with hard to reach sections of the community and raise awareness of learning/training /employment opportunities.	Ongoing with daily contact	An outreach session will last 3.5 hours on average	25	2039
Recycling Project	To recycle computers and distribute them to community groups and community reps.	Ongoing – weekly	1 hour	6	312
Community Groups - Cowal	To support community groups and provide information and advice	Ongoing	On average 5hrs per week	Approx 60	500 plus
Support to Community Reps Forum – Bute	Support Community Reps to participate more fully in Strategic Board Meetings etc	<i>Minimum of 6 meetings per year</i>	Various times lasting approximately 2hrs	Average attendance 4	24
Support to Bute Women's Group	Support Members to programme activities and apply for Grants	Weekly sessions for 30 weeks per year	30 sessions	12	360

CAPACITY BUILDING: BUTE AND COWAL					
Activities		Duration/ frequency		Participants/ attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded
Bute ADG	To identify local needs and develop partnership responses.	Monthly Meetings	12 meetings per year	20	240
Community Events – Bute	Support Community Reps to organise 4 Community Events	Annual Events with planning sessions throughout the year	8 x 2hr planning sessions 4 x 6hr events	12 per planning event Large numbers attend the events	96 2000 plus
School Lets – Bute	Provide affordable access to accommodation for community groups	Ongoing – term time	As required	503 sessions with an average attendance of 20	10,060
School Lets – Cowal	Provide affordable access to accommodation for community groups	Ongoing – term time	As required	644 sessions with an average attendance of 25	16,100
Mini Buses – Bute	Provide community groups with affordable transport options	Available throughout the year.	Various evenings, school holidays and at weekends	44 bus hires were recorded with an average of 15 passengers	660
Mini Buses – Cowal	Provide community groups with affordable transport options	Available throughout the year.	Various evenings, school holidays and at weekends	335 bus hires were recorded with an average of 15 passengers	5025
Moat Community Education Centre	To provide accommodation for community group activities	Available throughout the year.	Some one off but mostly regular lets	1342 sessions	26,039
Dunoon Community Education Centre	To provide accommodation for community group activities	Available throughout the year.	Some one off but mostly regular lets	964 sessions	18,705

Adult Literacy and Numeracy including:

- Literacy and numeracy learning opportunities and life skills for adults (over 16yrs), including support and training to volunteer tutors
- Youth literacies and workplace literacies
- Provision of English for Speakers of Other Languages (ESOL) who have literacies difficulties in their first language
- (Key roles in delivery of the Fairer Argyll and Bute Plan regarding literacies – tbd)

FIGURES STILL TO BE OBTAINED:

WORK WITH YOUNG PEOPLE: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Youth Forum	Youth participation	Monthly meetings plus extra activities		20	200
Skateboarding Association	Life skills/sport	Quarterly meetings		10	40
XL Club	Excluded young people	3 periods per week		12	1404
Youth Clubs	Issue based work/diversionary activities	3hrs per week during term time		100	3900
Youth Exchanges	Youth participation/life skills/European awareness	ongoing	10 day residentials	36	60
YA Awards	Recognising achievement	ongoing	60 hours	20	600
DOE Awards	Life skills/recognising achievement	ongoing		46	1794
MSYP Support	Active citizenship/youth participation	ongoing		1	4
Summer Programme	Diversionary activities		4 weeks in July	60	
Easter programme	Diversionary activities		1 week	60	
Transitional Work	Supporting young people through school transitions	various	1 day events	100	
Youth Information	Supporting young people	2hrs per week at lunchtimes		75	2925
Pac Certificate	Support young people/build confidence and self-esteem	1 period per week	10 weeks	10	100
Youth focus group	Youth participation/active citizenship	various	As required	11	
Drama Project	Youth participation in arts and music	3 hrs per week		25	975
Breakfast club	Supporting young people	1hr before school during term time		20	780
Community Safety Fun Day	Raise awareness of participants regarding issues of community safety and home safety.		2 events x 6 hours	26	26 children attended a 1day event
Homework Club	Young people who take part in the Homework Club will	1 x 1 hr per week, term time only		13	156

WORK WITH YOUNG PEOPLE: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
	experience raised self esteem				
Music and Dance Drama Project	Promote physical activity through music, dance and drama		4 x 5.5hrs	105	105 children attended a 1day event
Breakfast Clubs St Joseph's Primary Rosneath Primary	Promote a healthy lifestyle by addressing the following areas; Physical (a balanced nutritional breakfast), Intellectual (increased concentration in the classroom), Emotional (feeling of belonging to a club and being responsible for their behaviour by being part of their peer group), Social (getting to school on time and an increase in attendance).	2 clubs x 30 children x 45 minutes per day 5 days per week, term time only		60	11,700
Colgrain Tutoring Group	Children with educational needs will receive additional support in a small group setting	1 x 1hr per week, term time only		5	144
Story Telling Event	Parents and children would feel enthused and decide to access the library service on a regular basis and continue reading together for enjoyment		1 x 1.5 hour event	11	11 children attended a 1 day event
Transition and Family Fun Day	Young people in the transition from P7-S1 will feel more confident and secure in this phase of the lives.		1 x 4 hours	43	43 children attended a 1 day event
Volunteer Tutoring	Children with educational needs will receive additional support on a one to one basis	12 tutors x 1 student x 1 hour per week, term time only		12	456
Breakfast Clubs Arrochar Primary	Provide a nutritional breakfast that is accessible to children of lone parents, working parents and low income families	1 club x 16 children 50 mins per dayx 5 days per week x 38 weeks		16	3040
Rural Community Partnership Project	To provide accessible and affordable opportunities to	5 day event x 2 sessions per day		30	134 children attend over a 5 date period

WORK WITH YOUNG PEOPLE: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
	young people residing in a rural setting.				

Community Based Adult Learning, including:

- Personal and social development and capacity building with adults in basic skills, life skills, social, arts, sports, and physical activity opportunities
- Supporting local access to education and accredited learning, non-vocational and vocational training, and provision of English for Speakers of Other Languages (ESOL)

ADULT LEARNING: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Emergency First Aid	Certificated training for local volunteers and childcare workers		2 x 3 hour sessions	10	10
Introduction to computing	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	6	6
Introduction to internet	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	5	5
Introduction to computing	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	8	8
Introduction to computing	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	9	9
Introduction to internet	Follow on course from confidence building class. Referrals from womens group and Job Centre+		10 x 2 hour sessions	8	8
PC Passport Internet	Certificated training, increased skills and confidence for referred and self-referred adults		16 x 2.5 hour sessions	10	8
Yoga	Leisure course		12 x 2 hour sessions	22	22
Emergency First Aid	Certificated training for Local volunteers in conjunction with Active Schools Co-ordinator		2 x 3 hour sessions	13	13
Emergency First Aid	Certificated training for Local volunteers in conjunction with Active Schools Co-ordinator		2 x 3 hour sessions	11	11
Intro to computing	Skills /confidence for a mix of referred and self-referred adults		8 x 2.5 hour sessions	11	11
Intro to Publisher	Skills /confidence for a mix of referred and self-referred adults		8 x 2.5 hour sessions	12	12
Introduction to Internet	Skills /confidence for a mix of referred and		8 x 2.5 hour sessions	9	9

ADULT LEARNING: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
	self-referred adults				
Intro to Internet	Skills /confidence for a mix of referred and self-referred adults		8 x 2.5 hour sessions	8	8
PC Passport Internet	Certificated training, increased skills and confidence for referred and self-referred adults		16 x 2.5 hour sessions	10	10
intro to computing	Skills /confidence for a mix of referred and self-referred adults		8 x 2.5 hour sessions	10	8
Yoga	Leisure course		11 x 2 hour sessions	17	17
intro to internet	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	8	8
Yoga	Leisure course		11 x 2 hour sessions	8	8
intro to Computing	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	9	9
PC Passport Int Word Processing	Certificated training, increased skills and confidence for referred and self referred adults		16 x 2.5 hour sessions	14	13
PC Passport Beg Word Processing	Certificated training, increased skills and confidence for referred and self referred adults		16 x 2.5 hour sessions	10	9
Youth Work a taster	Targeted at young people and local youthworkers to give self confidence and greater awareness of youth work issues to assist in working with young people in the community		4 x 2.5 hour session	9	9
Options and Choices	Certificated guidancwe course promoting self choice and confidence for fee waive referrals from Job Centre		10 x 2 hour sessions	9	9
Digital photo	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	10	10

ADULT LEARNING: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
intro to computing	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	10	7
Intro to Internet	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	8	8
Emergency First Aid	Certificated training for local volunteers		2 x 3 hour sessions	13	13
Emergency First Aid	Certificated training for local volunteers		2 x 3 hour sessions	11	9
Yoga	Leisure course		10 x 2 hour sessions	15	15
Yoga	Leisure course		10 x 2 hour sessions	10	10
Intro to computing	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	5	5
Intro to computing	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	15	8
Intro to computing	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	10	10
Child and Baby First Aid	Certificated training for local childcare workers in partnership with Early Years Worker		2 x 3 hour sessions	7	7
Intro To Internet	Skills /confidence for a mix of referred and self referred adults		8 x 2.5 hour sessions	7	7
Child and Baby First Aid	Certificated training for local childcare workers in partnership with Early Years Worker		2 x 3 hour sessions	10	10
Emergency First Aid	Certificated training for local sports volunteers in partnership work with Active Schools Co-ordinator		2 x 3 hour sessions	6	6

Community Capacity Building, including:

- Provision of training and support to Area Development Groups, community representatives, community associations, social economy and voluntary organisations
- Education Development Grants; Social Welfare Grants
- Provision to the voluntary sector – minibuses, school letting and resources
- Key roles in delivery of the Fairer Argyll and Bute Plan regarding community capacity building

CAPACITY BUILDING: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Committee Skills Training for Voluntary Management Committee in partnership with Early Years Worker	To increase confidence and knowledge of new committee members.	n/a	2 hours prep 1 – 2 hour session	4	n/a
'Beauty Breaks for Disaffected Young people'	To provide school absconders with vocational training	3x2hrs introduction and planning		6	16 attendances
Tall Ships Expedition	To provide confidence building activities for disaffected young people	5x2hrs planning and parents meetings 2x2hrs transport		3	25 attendances at planning meetings (parents young people and staff)
Equalities training	To extend the knowledge and capabilities of Community Reps		1x1hr induction to topic 1x8hrs including travelling	6	6
Partnership working	Sharing of resources and information with partners such as HART etc.		1x2hrs	2	2
Street work outreach	To deliver information services to young people on the streets	3x2hrs planning 8x2hrs on call 3x1hr staff development		6 people attend planning meetings 3 people on call 1-1 staff dev.	112 approx
Test purchasing	To support young people taking part in test purchasing	6x1hr planning		2young people take part in test purchasing	4 staff attend planning meetings
Input to Community Regeneration Conference	To extend the knowledge and skills of Community Reps		2x2days	3	3
Employment and Training Sub group	To enhance partnership working in support of the ROA's	5x2hrs planning and stat gathering 5x2hrs meeting		2staff undertake planning/sta ts gathering	Between 4 to10 partners and community reps attend meeting
Input to CPP Conference	To support community Reps to take an active role in the CPP Process		1x6hrs	5	5
Youth Facility	To support young people to investigate	6x2hrs		5	Between 5-8 partners and

CAPACITY BUILDING: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
	the feasibility of providing a local youth facility				young people take part in feasibility study
ASBO Meeting	To share information with partners on community problems	8x2hrs		8	Approximately 60 attended meetings
Local JHIP	To provide an integrated approach to all aspects of community health To ensure that the ROA and the JHIP complimented each other	10x2hrs		Between 5 to 15 people	Approximately 80 people attended meetings
Strategic JHIP	To ensure that local community issues are actioned at a strategic level. To assist local groups to apply for strategic funding	4x6hrs including travel		12	Approximately 48 people attended meetings
COMPACT	Community safety/ consultation supporting community reps to provide guidance to partners on community issues	5x4hrs including prep time		16	Approximately 80 people attended meetings
Input to National Community Representative Conference	To increase the knowledge and confidence of Community Reps		5 Days including travel	2 reps 1 staff	2reps 1 staff
Community Capacity Building Sub group	To enhance partnership working in support of the ROA's		5x 2hrs planning 5x 2hrs meeting	2 staff undertake planning/sta ts gathering	Between 6 to15 partners and community reps attend meeting
Car Mechanics for NEET Clients	To engage hard to reach young people in vocational activities	5x2hrs planning and grant application 12 x 4hrs activity	1x1day	12	2 staff undertake planning /grant application. 96 individual sessions attended by young people
Education Dev grant application	Support a Vol Org with a grant application		1x2hrs	4	4
Support to Kirkmichael Users Group	To support a Voluntary organisation to provide services in an area of high deprivation	10x2hrs		8	8 committee members 40 people access service
Input to ADG	To support	8x2hrs		Between 10	240 Partners /

CAPACITY BUILDING: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
	community reps to take an active role in the community			and 30	Com reps attended
Health and Wellbeing Sub Group	To enhance partnership working in support of the ROA's	5x2hrs planning 5x2hrs meetings		2 staff undertake planning/sta ts gathering	Between 6 to15 partners and community reps attend meetings
Vulnerable Persons Community Safety Sub Group	To support providers of service to vulnerable persons to identify gaps in provision and work in partnership to fill these		2x2hrs	8	16
HEAR 4 U	To support young people with a history of exclusion from school be that for whatever reason		8x2hrs team meeting and debriefing including child protection		16
Input to Strategic Board	To ensure that local community issues are actioned at a strategic level		4x1day including travel	6 Com Reps 2 staff	Approximately 32 attendances + 120 partner attendances
Helensburgh Pipe Band Child Protection	To provide guidance to a voluntary organisation on compliance with statutory requirements	3x1.5 hrs	1x1hr Presentation to committee on required actions	8	8
Garelochhead COMPACT	Community safety/ consultation supporting community reps to provide guidance to partners on community issues	5x2hrs		8	Approximately 40 attendees of Com Reps and partners
Walking for Wellbeing	Support a voluntary organisation to provide regular healthy walking activities to targeted individuals		4x1hr	Between 6-10 attendees at each meeting	Approximately 32 individual attendees
Support to CPAA	Supporting a voluntary organisation to provide a safe play area in an area of high deprivation	4x2hrs		Between 4 and 6 committee members	Approximately 20 individual attendees
'Beyond the Biscuits'	Training for Voluntary organisations in responsibilities of a committee member		3x 6hrs	12	36 sessions individual sessions attended
Study visit to Gigha	To both learn from and share		3days including	6 community	8

CAPACITY BUILDING: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
	experiences of Volunteers and workers in a rural area on projects of interest with the intention of implementing aspects in the local area		travel	reps 2 workers	
Input to Substance Misuse Forum	Providing support to voluntary organisation with a remit for vulnerable adults	10x2hrs		8	80m individuals attend meetings
Support to Garelochhead Trust	To support a voluntary organisation to provide services within a local community	4x 2hrs		Between 5-7 at each meeting	Approximately 25 individuals attend meetings
Support to Rosneath trust	To support a voluntary organisation to provide services within a local community	3x2hrs		Between 6 – 8 at each meeting	Approximately 24 individuals attend meetings
Helensburgh's Children Planning	To ensure that issues relating to local young people are highlighted		1x6hrs	12	12
Support to Garelochhead Seniors Forum	To assist in grant applications and provide guidance on committee procedures for Vol Orgs	3x 2hrs		Approximately 6 to 8 people attend meetings	40 participants take part in activities
Community support re: Changes to Grant application	To inform local voluntary organisations of the changes in procedure for Education and Leisure grant applications		1x2hrs	8	8
Vulnerable Persons Consultation	To consult with Voluntary organisations on the proposed changes in legislation		1x7hrs including travel	14	14
Integrated Solutions	To develop partnership working to better identify and del with gaps in service provision	8x2hrs		Approximately 5 to 10 partners	Approximately 14 different project supported
Looked After and Accommodated Children	To develop an A&B wide plan to support vulnerable young		1 day	30 partners	30

CAPACITY BUILDING: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
	people				
Y2Y now called Y.O.U.T.H.)	To support a sexual health service to young people. To provide support and guidance to youth workers	4x2hrs		12 -14 partners attend meeting	400+ young people access service
Community Care Forum	To provide support to a voluntary organisation delivering services to vulnerable people	3x2hrs		Approximately 20 people attend meeting	70 people access service
Support to Kirkmichael Sports & Recreation Association (KSRA) Gala Day Sub-group	Support to a community group to organise and host Gala Day in Helensburgh	4 x 2hrs prep meetings	1 x 8hrs attendance and support on the day	8 committee members, 15 volunteers on the day and 2000 people attending Gala Day	n/a
Support to Craigendoran Play Area Association (CPAA)	Support to obtain funding and manage the operation of the play area	12 x 2hrs meetings 6 x 2hrs fundraising/ planning support		5 Committee Members	18
Support to Women 4 women Group	Attended weekly meetings Support to group to organise their own meetings, programme and training	11 x 2hr 12 x 1hr		8	23
Support to Hear 4 U Project (H4U)	Support to Hear 4 U Team and partnership work with School, HART, Social Work, Community Groups etc.	3 x hrs per week x 39 weeks		1	
Support to Community Reps	Community Reps assisted to hold effective local monthly meetings.	11x2hr meetings per year	n/a	6	n/a
	Community Reps supported to attend and participate fully in Argyll & Bute Community Action Group meetings.	4x4hr meetings per year	n/a	6	n/a
Study Visit Skye	To both learn from and share experiences of Volunteers/workers in rural areas on projects of interest	n/a	3 days (inc travel)	4 Community Reps / 2 Community Workers	n/a

CAPACITY BUILDING: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
	with intention of implementing aspects in local area.				
Study Visit Easterhouse	To both learn from and share experiences of Volunteers/workers in an urban area on projects of interest with intention of implementing aspects in local area.	n/a	6hrs	2 Community Reps / 1 worker	n/a
Study Visit Police Contact Centre	Community Reps could alleviate concerns from local residents regarding efficacy of centralised contact centre by providing positive feedback thereby increase feelings of security and reduce anxiety.	n/a	6hrs	4 Community Reps / 2 workers	n/a
Ethos Project – Parts 1 – 4	To reduce feelings of social and rural isolation and improve mental wellbeing of elderly participants. Increase involvement in community life.		2 x 2 events at 4hrs 2 x 2 events at 6hrs	6 Community Reps 2 Workers 232 Elderly People	240
Ethos Project – Part 5 Visit to Loch Lomond Shores and Boat Trip	To reduce feelings of social and rural isolation and improve mental wellbeing of elderly participants. Increase involvement in community life.	n/a	6hrs	84 elderly people 6 Community Reps / 2 workers	n/a
Community Safety Fun Days	Develop skills of Community Representatives and breakdown barriers of communication between young people and Community Reps		2 x 2 events at 6hrs	4 Community Reps 26 young people	30
Presentation Skills Training	Develop capacity of Community Representatives in presentation skills		1 event at 6hrs	5 Community Reps 3 Workers	8
Study Visit to Scottish Parliament	To increase awareness of duties Scottish Parliament		1 event at 5hrs	6 Community Reps 2 Workers	8

CAPACITY BUILDING: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Supporting Community Reps with funding applications	Around £10,000 received from external funding bodies to allow projects to be developed & progressed in the areas of regeneration	Ongoing as required		3 Community Reps 3 Workers	6

Adult Literacy and Numeracy including:

- Literacy and numeracy learning opportunities and life skills for adults (over 16yrs), including support and training to volunteer tutors
- Youth literacies and workplace literacies
- Provision of English for Speakers of Other Languages (ESOL) who have literacies difficulties in their first language
- (Key roles in delivery of the Fairer Argyll and Bute Plan regarding literacies – tbd)

FIGURES STILL TO BE OBTAINED:

ADULT LITERACY AND NUMERACY: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
<i>Example: International Literacies Day</i>	<i>Increase awareness of international ALN issues</i>	<i>n/a</i>	<i>2 day event</i>	<i>252</i>	<i>n/a</i>
<i>Example: Individual learner tuition</i>	<i>Support individual literacies learning</i>	<i>variable, but average 1 x 1hr session per week</i>	<i>n/a</i>	<i>357</i>	<i>568 hrs</i>

ADULT LITERACY AND NUMERACY: HELENSBURGH & LOMOND					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of part- icipants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)

AREA ...**MID ARGYLL, KINTYRE AND ISLAY**

Work with Young People (8-25yrs), including:

- Basic skills, life skills, social, sports, and physical activity opportunities
- Youth clubs and diversionary activities; outreach and targeted youth work
- D of E Awards, pupil support, including XI groups and expanding 'Curriculum for Excellence' in a community setting
- More Choices, More Chances local implementation groups
- Youth participation work- Youth Forums, Youth Focus, Scottish Youth Parliament
- Support of voluntary sector youth work organisations

WORK WITH YOUNG PEOPLE: MID ARGYLL, KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of part- icipants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
JAM Collective, Music Group	Engaging with young people to develop and support their musical abilities	40 x 3 hour session term time only		20<->25	1000
Marmajam	Engaging with and supporting young people to develop artistic prowess through designing costumes, posters, stage setting and the production of music cd's and album covers.	40 x 3 hour session term time only		12<->15	600
Youth Drop in	Providing a safe place for young people to	40 x 3 hour session term		15<->20	800

WORK WITH YOUNG PEOPLE: MID ARGYLL, KINTYRE AND ISLAY

Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
	meet and discuss everyday issues that may be affecting them. Support with Youth Literacy and numeracy issues. Development of personal awareness.	time only			
Orkney Scottish Youth Parliament Sitting	<i>Support youth participation</i>		4x2hour planning meetings. 3 overnights	5	15
Edinburgh Scottish Youth Parliament Sitting	<i>Support youth participation</i>		4x2hour planning meetings. 2 overnights	5	15
Renfrewshire Scottish Youth Parliament Sitting	<i>Support youth participation</i>		4x2hour planning meetings. 2 overnights	5	15
Stirling Scottish Youth Parliament Sitting	<i>Support youth participation</i>		4x2hour planning meetings. 2 overnights	5	15
Hamilton Scottish Youth Parliament Sitting	<i>Support youth participation</i>		4x2hour planning meetings. 2 overnights	5	15
Mid Argyll Youth Project	Support to Voluntary Organisation. Attending Management Committee. Advising on funding, employment issues and child protection issues. Support to young people attending management committee.	On going daily contact	Committee meetings every 2 nd Monday of the month. Weekly meeting with co-ordinator.	10<>16	On a 52 week basis <>832
Tarbert Youth Group	Support to Voluntary Organisation. Attending Management Committee. Advising on funding, employment issues and child protection	Monthly contact	Committee meetings every 2 nd Tuesday of the month. Monthly meeting with co-ordinator	8<>12	<>144

WORK WITH YOUNG PEOPLE: MID ARGYLL, KINTYRE AND ISLAY

Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
	issues. Support to young people attending management committee.				
Argyll and Bute Youth Forum	Supporting youth participation at Council level		4x6 hour committee meeting annually	30<>50	200
Argyll and Bute Youth Forum	Supporting Youth Participation at Annual General Meeting		Annual General Meeting	60<>80	80
Mid Argyll Youth Forum	Supporting youth participation at an area level		Monthly Meetings	6<>10	120
MAKI Youth Forum	Supporting youth participation at a local level		Monthly Meetings	12<>20	240
Argyll and Bute Youth Forum International Youth Exchange (Hosting)	Supporting youth participation at an International and European Level		8 planning meetings 8 overnights	14	224
Argyll and Bute Youth Forum International Youth Exchange (Finland)	Supporting youth participation at an International and European Level		12 planning meetings 8 overnights	14	256

WORK WITH YOUNG PEOPLE: MID ARGYLL KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Argyll and Bute Youth Focus	Supporting youth participation at Community Planning Level		3 monthly meetings On going support	8	24
Mid Argyll Substance Misuse Group	Support to Voluntary Organisation.	Peer Education Training on Alcohol and Substance Misuse.	8 weekly meetings x 3 hours. 2 overnights	10	50
Minard Youth Group	Support to Voluntary Organisation. Attending Management Committee. Advising on funding		5 planning sessions 40x3 hour sessions	10<>20	50 at planning sessions
Furnace Youth Group	Support to Voluntary Organisation. Attending Management Committee. Advising on funding		3 planning sessions 40x2 hour sessions	10<>20	60 at planning sessions 40 at 2 youth group sessions in August 08
Young Scot	Support to young people attending Annual General Meeting		Annual Conference 1 overnight	20<>30	30
Tarbert Youth Group	Support To young people on Ocean Youth Trust Course	Confidence Building, team building	7 overnights	12	96
Mid Argyll P6 / P7 Group	Support to the development and confidence building of young people through their transition to Secondary School		40 x 3 hour sessions	30<>40	31 young people at introduction session
First Aid Course	Support to Youth Development	Certificated Course	4 x 7 hour sessions	16	72
National Youth Work Strategy	Support to Young people		2 overnights and planning	2	4
Strathclyde Youth Club Association	Support to Young peoples participation and development in the 'ARTS'		1 x 7 hour session	15	15
SQA Certificated Course	Introduction to Youth Work	80 hour certificated course	4 x 2 days x 7 hours 24 hours support from CLD worker	10	140
3xl and 4xl	Support for young people underachieving at school	At least 6x1hour per week, term time, residential		16	2336

WORK WITH YOUNG PEOPLE: MID ARGYLL KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Youth Forum	Youth participation	Weekly meetings Make democracy DVD Visit opening of Parliament Support of MSYP	260 hours a year	6	240
International youth exchange	Youth participation	11 days	110 hours	12	396
Preparation for youth exchange	Youth participation	4 prep sessions Weekend training	33 hours	12	396
KYES	Youth information Excluded young people	10 support sessions, Committee meetings line management, assessment reports	30 hours	(140) Not direct contact and does not appear on stats	? refer to KYES annual report
Tarbert Youth Group	Youth participation, youth work, youth information Rural isolation	Attending committee meetings 1x2day residential Youth group sessions Funding	10 committee meetings 20 youth sessions x2hours	16	Youth group 1008 Residential 72 (3 sessions x 2 days x 12 young people)
Skiff project	Youth work heritage project	2 hours per week x 40 weeks	80 hours	6	480
Six Circle Group	Excluded, isolated and mixed ability, carers' support	support to voluntary organisation weekly meeting residential Conservation project	34 sessions x 2hours Residential x 4 days 7 hours x 3	10 8 8	Weekly sessions 1020 Residential 320 24
The Wanderers	Partnership in outdoor education, conservation and skills for work	Vol org developing outdoor education	3 x conservation days 4 hours per week during term time	8 8	24 1088
MCMC	Young people not in employment, education or training	Attending meetings		?	?

Community Based Adult Learning, including:

- Personal and social development and capacity building with adults in basic skills, life skills, social, arts, sports, and physical activity opportunities
- Supporting local access to education and accredited learning, non-vocational and vocational training, and provision of English for Speakers of Other Languages (ESOL)

ADULT LEARNING: MID ARGYLL, KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08) Approx
Art Beginners	Introduce skills in art and design to participants with alcohol/drug/mental issues.	Weekly	5 sessions @ 2 hours	5	25
Healthy Eating on a budget	Young parents took part in the class with the aim of learning to make healthy meals for their family on a budget.	Weekly	5 sessions @ 2 hours	5	25
Mens Cookery	Men between the ages of 20 and 55 completed the 10 hour course. Some of participants had low confidence and/or mental health problems. The course aimed at building confidence in the kitchen.	Weekly	4 session @ 2 hours	6	24
Art Int	Intermediate art class for participants with alcohol/drug/mental issues	Weekly	5 sessions @ 2 hours	6	30
Beginners Computing	Students are confident using basic IT	Weekly	5 sessions @ 2 hours	6	30
Using a keyboard	Students are confident using basic IT	Weekly	10 sessions @ 2 hours	7	70
Cookery	Participants are confident cooking healthy meals.	Weekly	4 sessions @2.5 hours	10	40

ADULT LEARNING: MID ARGYLL, KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08) Approx
Digital Photography	Participants are confident using software with digital cameras.	Weekly	5 sessions @ 2 hours	8	40
ESOL Int 1 English Language skills	To provide students with the language skills to work and live in the UK	Weekly	8 sessions @ 2.5 hours	13	104
ESOL access 3	To provide students with the language skills to work and live in the UK	Weekly	16 sessions @2.5 hours	8	128
Int Comp	Participants are confident using IT	Weekly	10 sessions @ 2 hours	8	80
Internet and email	To enable students to understand the complexities of the internet and are confident at communicating through email.	Weekly	10 sessions @ 2 hours	5	50
IT1	Participants are confident using IT	Weekly	15 sessions @ 2 hours	7	105
Self defence	Participant's confidence and health has increased from learning self defence and tai chi exercises.	Weekly	5 sessions @ 2 hours	6	30
Netball skills	Encourage physical activity and learning netball skills	Weekly	15 sessions @ 2 hours	16	230
Personal Development	Participants are more confident and are setting life goals and working towards them.	Weekly	5 sessions @ 2 hours	7	35
Sexual Abuse awareness training	Awareness training	One day	7 hours	12	12
Introduction to Youth Work	To deliver 80 hour SQA Certificated Course. Personal, social development and Capacity Building.		4 x 2 days x 7 hours 24 hours support from CLD worker	5	40
Tarbert Youth Group	Support to Voluntary Organisation co-ordinator whilst	Monthly supervision meeting and	10 monthly meetings x 2 hours x 2	1	20

ADULT LEARNING: MID ARGYLL, KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08) Approx
	studying at George Williams College. Foundation Studies Programme.	monthly essay preparation. 4x supervisor reports to college.	sessions		
Mid Argyll Youth Project	Support to Voluntary Organisation trainee co-ordinator whilst studying at UHI Foundation Studies Programme and Degree Course	Monthly supervision meeting and monthly essay preparation. 4x supervisor reports to college.	10 monthly meetings x 2 hours x 2 sessions	1	20
Personal Safety in the Community (Learning Difficulties) in partnership with Police & Resource Centre	People able to live travel and work safely. Develop confidence and competence	0	10x 2hr	8	80
Stained Glass Project (Gp18)	Production of a window, teamwork, associated skills acquired	0	4x 5hr	7	28
Stained Glass techniques (Gp 18)	Skills to produce an article. Develop skills in a new area of work.	0	4x 5hr	7	28
Dance and Drama (Gp 18)	Expression through dance & Drama	0	20x2hr	8	320
Introduction to Youth Work Cert.	Understand methods and processes, personal motivation and behaviour.	0	42 hrs	12	72
Art for the Elderly	improve co-ordination, develop skills	0	20x1hr	7	140
ESOL beginners Cert	Introduce everyday English	0	20x2	13	260
Aromatherapy for the Elderly	Relaxation , stress reduction	0	20x2	8	160
Movement & Mobility	Exercise, relaxation , mobility	0	20x2	8	160

ADULT LEARNING: MID ARGYLL, KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08) Approx
Yoga	Well being and mobility	0	20x2	8	160
Yoga (continuation)	Well being & Mobility	0	10x2	8	80
Stained Glass Windows	Production of a panelled window	0	2x5	7	14
Yoga, stress reduction X2 courses	improved health & well being	0	20x2hrs	8	160
Stained Glass, next steps	developing skills	0	5x2hrs	7	35
Beginners drawing & Painting	introduction to skills	0	5x4hrs	7	35
ESOL beginners	Introduce everyday English	0	10x2hrs	10	100
ESOL intermediate	improve spoken & written English	0	10x2hrs	10	100
Communications Access 3 Cert	Send & understand simple written & Oral communications	0	20x2hrs	4	80
First Aid Course	Personal Development	Certificated Course	4 x 7 hour sessions	10	70

Community Capacity Building, including:

- Provision of training and support to Area Development Groups, community representatives, community associations, social economy and voluntary organisations
- Education Development Grants; Social Welfare Grants
- Provision to the voluntary sector – minibuses, school letting and resources
- Key roles in delivery of the Fairer Argyll and Bute Plan regarding community capacity building

CAPACITY BUILDING: MID ARGYLL, KINTYRE AND ISLAY

CAPACITY BUILDING: MID ARGYLL, KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08) approx
Support to ADG and community Reps	Support Community Reps to participate more fully in Strategic Board meetings and events	Weekly and events.	1 meeting, 1-2 hrs p/w, strategic meetings 8p/y	12 reps including strategic, area and events	300
Area Development Group Activity	Involving local partners in decision making process in CRF, now SOA and FSF agenda	Every 6 weeks, plus sub- group meetings	1 meeting,8 times per year	25	200
Needs assessment	To identify local are priorities	n/a	8 sessions over 8 weeks	450	450
Community Centre management groups	Support to voluntary organisations to manage facilities for local community groups, offering value for money meeting place	16 meetings per year, monthly or bi-monthly, depending on area	Sub Group meetings and contacts –once a month	16	256+36 292
Support to voluntary organisations	Administering and assessment of grants to support local voluntary organisations through Education and leisure Development grants	In MAKI, grants are decided once per year	N/a	40	40 organisations
Assisting organisations to access funding opportunities and decide on governance	Consulting with groups, identifying appropriate funding streams for projects/ organisations and assisting with governance and management issues		20 groups per annum	20	20 organisations
Developing social economy organisations	Assessing need for and inviting local interest in the setting up of a development Trust		Public meetings, steering group formation, steering group meetings and e meetings	65	60
Community Centre	Opportunities for local people to access facilities	Daily(week days) – 9am to 10pm Weekends – as required			Estimated 30,569 for Lochgilphead Centre
Investigating development of a community transport scheme	Provision of accessible, low cost transport for areas outside the current ring and ride scheme in Campbeltown	Since March 08 – three meetings-ongoing activity in line with		12	36

CAPACITY BUILDING: MID ARGYLL, KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08) approx
		MAKI area strategy			
Providing Disclosure information to voluntary organisation and involvement in Trusted partner scheme for CRBS	Organisation have information and knowledge on the requirements on Child protection and Vulnerable adult policies	10		10 groups	10
Involvement in improving health in older people in Kintyre	Working with a community team to inform, train and deliver strategies to improve well being of older people – for example falls prevention, healthy eating	Regular monthly meeting of community team and workers, plus training and outreach events	One off events	10 team members	100 @regular and 200 @one-off events
Ensuring equalities groups are included in the decision making process in Kintyre	Strengthening of the Kintyre Forum on Community Care	Group regular meetings		16	80
Involvement in continued development of the Kintyre Healthy Living Partnership	Involved with partnership to plan for future health needs of south Kintyre	Regular Partnership meetings		6	36
Work with Kintyre Public Health network	Assisting with the development of presentation of JHIP for 07 and taking lead in Priority one sub group	Regular network meetings		15	60
Involvement in decision making on provision of childcare in Aqualibrium	Partner meeting with voluntary sector and agencies		Regular meetings over 6 month period	8	40
Involving parents in early years education	Family Literacy projects - Bounce and Tickle and Rhyme time	Regular – twice weekly		40	1600
Kintyre reference Group	Representing ADG at Reference Group		Infrequent meetings	8	32
Involving parents in their	Supporting parents in outlying rural area to		Regular weekly	8	320

CAPACITY BUILDING: MID ARGYLL, KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08) approx
children's learning	become involved and more confident in the education of their children		meetings		
Involving parents in their children's learning	Working with parents to deliver a wide, varied and age appropriate programme of family activities during school holiday times	Support to Dalintober Millknowe Playscheme committee		8 committee	600
Support Ardrishaig CC to consult on and establish a Trust as a Co. Ltd by Guarantee to take advantage of the "Right to Buy". Subsequent support on process of revision of M&A's	Inform CC members on potential and Public consultation, Preparation of Draft Memo & Articles, Negotiation with OSCR on Charitable Status, Incorporation of Trust, public presentation. Trust now incorporated	Support and information 1hr/week	10 days	5 initially	120
Support the Incorporation of Argyll & Bute Social Enterprise Network as a Co. Ltd by Guarantee	Draft proposals to group meetings, draft Memo & Articles, present to meetings, obtain prior opinion from OSCR on Charitable Status. Cy now incorporated.	Attendance as a member 1hr/week	10 days	40	80
Provide training to Oban Sensory Garden on legal structures. A group of people with learning difficulties.	2hr course on advantages and disadvantages of incorporation		3 days	10	10
Support and training to establish a social enterprise, Fasadagh Ltd. develop directors skills and research projects.	Co. established, directors trained and confident. Project options presented.	Support to Board 2hr/wk		7	100
Meeting with Fairer Argyll & Bute group reps to establish	Information and establish initial consultation with PHN	to be determined	3hrs ,PHN mtg 5hrs	n/a	n/a

CAPACITY BUILDING: MID ARGYLL, KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08) approx
potential role of Mid Argyll PHN and other options					
Development of SCVO SkillsBank with ABSEN in A&B	Develop and launch SCVO SkillsBank for use in A&B through ABSEN	1day/wk	up to 31 Dec 2008	n/a	n/a
Pilot launch of SkillsBank in Mid Argyll, Islay & Jura	Consult with communities of interest and launch Skillsbank	5hrs/wk	up to 31 Dec 2008	n/a	n/a
Maintain current awareness of social enterprise landscape to inform area team	Up to Date documentation available, support to enquirers	2hrs/wk	up to 31 Dec 2008	n/a	n/a
Support development of exit strategy of Mid Argyll Gaelic Partnership, negotiate transfer of funds to ICCI with OSCR approval.	Dissolution and establishment of funding support with ICCI, establish mid-argyll gp to administer funding	1hr/mth	3 days	8	8
Support PACT group, draft constitution, train committee, funding application, review of all PACT groups in A&B with consultant.	Group established, competent committee-successful application. Review outcome to maintain status quo.	5hr/mth	n/a	30	360
Maintenance of Room 3, Lochgilphead CC	Public Internet access available	1hr/wk	n/a	20 per day	4500
Support to Individual social entrepreneur	Information on legal structures		5 hrs	1	
Line management of PHN Co-ordinator	Support and supervision of worker to deliver PHN function	4 mtgs/yr 5hrs each 1hr/wk s&m		n/a	n/a
Co-ordinate PHN	Develop and maintain	5hrs/wk,		40	160

CAPACITY BUILDING: MID ARGYLL, KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08) approx
in partnership with NHS	Network, communications, liase with NHS partner on JHIP , admin HIF fund locally.	meetings quarterly			
People and Agencies Coming Together (PACT Group)	Support to Voluntary Organisation		Management Committee Monthly Meeting Ideas Group Monthly Meeting	15 <> 20	240
Kintyre Recycling in partnership with ADG	10 employment opportunities provided for local people with additional support needs	Daily		10	520 per year
School lets Mid Argyll	Providing affordable accessible premises for community group use.	Mid Argyll- Ardrishaig 7 Ashfield 8 Craignish 2 Furnace 8 Inveraray 78 LHS -20 LPS 5 Joint Campus 94 Minard 10 Islay 380	Regular term time use	Mid Argyll 233 Islay 380	Mid Argyll 3495 Islay 5700 Average 15 per let
School Lets – Kintyre	Providing affordable accessible premises for community group use.	Ongoing – term time	As required	122 school lets recorded in 12 mths	
Mini bus hire – Mid Argyll	Provide community groups with affordable transport options - opportunities for organisations to address rural transport/ isolation issues	Weekly		48 +60	48 Mid Argyll 60 -Islay
Mini Bus hire – Kintyre	Provide community groups with affordable transport options - opportunities for organisations to address rural transport/ isolation issues	Available throughout the year.	Various evenings, school holidays and at weekends	28 bus hires were recorded in 12 mths	

Adult Literacy and Numeracy including:

- Literacy and numeracy learning opportunities and life skills for adults (over 16yrs), including support and training to volunteer tutors
- Youth literacies and workplace literacies
- Provision of English for Speakers of Other Languages (ESOL) who have literacies difficulties in their first language
- (Key roles in delivery of the Fairer Argyll and Bute Plan regarding literacies – tbd)

FIGURES STILL TO BE OBTAINED:

ADULT LITERACY AND NUMERACY: MID ARGYLL, KINTYRE AND ISLAY					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
<i>Example: International Literacies Day</i>	<i>Increase awareness of international ALN issues</i>	<i>n/a</i>	<i>2 day event</i>	<i>252</i>	<i>n/a</i>
<i>Example: Individual learner tuition</i>	<i>Support individual literacies learning</i>	<i>variable, but average 1 x 1hr session per week</i>	<i>n/a</i>	<i>357</i>	<i>568 hrs</i>

AREA - OBAN , LORN & ISLES

Work with Young People (8-25yrs), including:

- Basic skills, life skills, social, sports, and physical activity opportunities
- Youth clubs and diversionary activities; outreach and targeted youth work
- D of E Awards, pupil support, including XI groups and expanding 'Curriculum for Excellence' in a community setting
- More Choices, More Chances local implementation groups
- Youth participation work– Youth Forums, Youth Focus, Scottish Youth Parliament
- Support of voluntary sector youth work organisations

WORK WITH YOUNG PEOPLE: OBAN , LORN & ISLES					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
OYCA Youth Club	Engage with targeted young people & support active citizenship	2hours per week - term time only		20	450
Dunbeg Youth Club	Engage with targeted young people	2hours per week - term time only		20	450
Oban Youth Music Group	Create informal social and learning opportunities for targeted young people			15	300
North Argyll Youth Forum	Support youth participation & active citizenship	1 hr meeting once a fortnight plus occasional training or fact finding events		6	90
Animation Group	Create creative learning opportunity for young people		10 weeks x 2 hours	6	60
School Holiday Activity Programmes	Provide taster sessions for targeted young people aimed at recruiting new members to term time groups		2 x 5 days x 6 hours	35	350
Youthlink Arts Training for Youthwork staff	Assisting voluntary youth groups to consider using arts-based activities in their work with young people.		4 x 2.5 hour sessions	8	32
MCMC pilot project	Developing a short term course for NEET young people in partnership with local delivery partners.	Monthly planning meetings followed by course delivery	6x 1.5 hour meetings then 8 x 2.5 hours sessions	6 workers ; MCMC young people TBC	42
Homework Club, Dunbeg Primary School	Assisting young people identified as having difficulty with homework	1 x 1.5hrs per week, term time only		10	300
Homework Club, Soroba Learning Centre	Assisting young people identified as having difficulty with homework	1 x 1.5hrs per week, term time only		10	300
Kilchrenan After-school Club	Supporting Parents to develop after school	1 x 1 hr per week, term		12	360

WORK WITH YOUNG PEOPLE: OBAN , LORN & ISLES					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
	activities	time only			
Dunbeg After School Club	Supporting Parents to develop after school activities	1 x 1hr per week, term time only		18	540
Rural Netball	Introducing netball to small rural schools	2 x 1 hr per week, 1 term only		45	540
Oban Junior Netball	Developing an Oban Junior netball team	1 x 1hr per week, term time only		18	680
Summer Sensations	A 2-day induction programme for p6/7		Regular planning meetings/ 2 days x 8 hours	70	140
Easter holiday outdoor programme	5 day outdoor education programme targeted at SIMD area		5 days x 7hrs	12	60
Inter-school Swimming Gala	Opportunity for swimmers from all local schools to compete		1 day	60	60
Inter-school Orienteering Competition	Opportunity for y/p from all local schools to compete		1 day	100	100
Inter-school Netball Tournament	Opportunity for y/p from local schools to compete		1 day	80	80

Community Based Adult Learning, including:

- Personal and social development and capacity building with adults in basic skills, life skills, social, arts, sports, and physical activity opportunities
- Supporting local access to education and accredited learning, non-vocational and vocational training, and provision of English for Speakers of Other Languages (ESOL)

ADULT LEARNING: OBAN , LORN & ISLES					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)

ADULT LEARNING: OBAN , LORN & ISLES					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Int. Woodwork	Production of craft items	8 weeks	16 hours	7	56
Digital Darkroom	Competence in IT applications	8 weeks	16 hours	8	64
Garden Design 1	Horticulture skills	10 weeks	20 hours	12	120
Yoga for health 1	Health and mobility benefits	20 weeks	20 hours	8	160
Parents Group	Personal development benefits	9 weeks	18 hours	6	54
Garden Design 2	Horticulture skills	20 weeks	20 hours	10	100
Yoga for health 2	Health and mobility benefits	6 weeks	6 hours	7	42
Desk Top Publishing	Competence in IT applications	10 weeks	20 hours	7	70
Craft Techniques	Production of craft items	10 weeks	20 hours	8	80
Craft Techniques	Production of craft items	6 weeks	12 hours	7	42
Craft Techniques	Production of craft items	8 weeks	16 hours	8	64
Craft Techniques	Production of craft items	8 weeks	16 hours	13	104
Creative Computing	Competence in IT applications	8 weeks	16 hours	8	64
Personal Development	Improved self confidence	10 weeks	20 hours	11	110
Healthy Eating	Health benefits and skills in cooking	6 weeks	12 hours	13	78
Catering Skills	Completion of learning outcomes	10 weeks	40 hours	3	30
Beginners Computing	Competence in IT applications	6 weeks	12 hours	8	48
Beginners Computing	Competence in IT applications	6 weeks	12 hours	8	48

ADULT LEARNING: OBAN , LORN & ISLES					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Alternative Therapy	Health and de-stressing benefits	4 weeks	20 hours	8	32
Practical Painting Techniques	Personal development through art	8 weeks	16 hours	11	88
ESOL 1	Integration and language skills	10 weeks	20 hours	14	140
ESOL 2	Integration and language skills	8 weeks	16 hours	16	128
ESOL 3	Integration and language skills	20 weeks	40 hours	25	500
ESOL 4	Integration and language skills	6 weeks	12 hours	16	96
ESOL 5	Integration and language skills	8 weeks	16 hours	7	56
ESOL 6	Integration and language skills	10 weeks	20 hours	9	90
ESOL 7	Integration and language skills	10 weeks	20 hours	11	110
ESOL 8	Integration and language skills	10 weeks	20 hours	8	80
ESOL 9	Integration and language skills	10 weeks	20 hours	9	90
ESOL 10	Integration and language skills	10 weeks	20 hours	17	170
ESOL	Conversational	40 weeks		12	480
Craft Techniques	Production of craft items	8 weeks	16 hours	13	104
Craft Techniques	Production of Craft Items	8 weeks	16 hours	8	64
Practical Painting Techniques	Personal Development through art	8 weeks	16 hours	15	120
Beginners Computing	Competence in IT applications	6 weeks	12 hours	7	42
Beginners Computing	Competence in IT applications	6 weeks	12 hours	6	36

ADULT LEARNING: OBAN , LORN & ISLES					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Beyond Beginners Computing	Competence in IT applications and progression from previous course	6 weeks	12 hours	6	36
Craft Techniques	Production of craft items	6 weeks	12 hours	6	36

Community Capacity Building, including:

- Provision of training and support to Area Development Groups, community representatives, community associations, social economy and voluntary organisations
- Education Development Grants; Social Welfare Grants
- Provision to the voluntary sector – minibuses, school letting and resources
- Key roles in delivery of the Fairer Argyll and Bute Plan regarding community capacity building

CAPACITY BUILDING: OBAN , LORN & ISLES					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Support to Community Reps Forum	Support Community Reps to participate more fully in Strategic Board meetings	4 x 4hr prep sessions per year 4 x 4hr meetings per year		4	32
Support to Soroba Community Enterprise	To help the Board members develop and achieve in their roles and to support the manager in planning and delivering a range of community programmes	As and when required-equating to approximately once every two months		9	54
Support to Dyslexia Oban & Lorn	Support a community group to raise funds and run events	4 x 2 hr meetings	4 events per year	6	48

CAPACITY BUILDING: OBAN , LORN & ISLES

Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Support Oban Junior Netball Club	Support parents and committee to run group, organise competitions and events	8 x 2hr meetings 10 x 1hr coaching sessions	2 x ½ day school sessions 1 day comp	7	147
Support to Glencruitten Residents through Garden Group	Support to residents to create a community garden	6 x 2 hr meetings		8	48
Support to Glencruitten Residents through Newsletter Group	Support to resident to produce a community newsletter	8 x 2 hr desk top publishing course		6	48
Support to Parent in Kilchrenan to run an after-school club	Support parents to run an after school club	2 x 2hr meetings, support through e-mail 1 x 1hr staff x 10 weeks		2	14
Support to Parents in Dunbeg to run an after-school club	Support parents to run an after-school club	20 x 1 hr sessions	1 day training course	2	42
Support to Oban Community Sensory Garden	To assist adults with learning difficulties to form and run an organisation that creates and maintains a sensory garden	4 hours per month		8	96
MCMC Group-Chair of local group and youth work support of local group and admin support	To facilitate the local MCMC group and provide support to the group to carry out its functions	3 hr meeting every two months-plus planning and preparation		12	18
Oban Community Pitch Committee	Provide support to functioning of group, admin assistance	3 hr meetings quarterly		10	8
Education and Leisure Development Grant Assistance	Support to groups applying for grants and time to assess the grants	Monthly		35 groups	12

CAPACITY BUILDING: OBAN , LORN & ISLES					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
Local Public Health Network	Support network and assist in funding applications	Bi-monthly meetings		15 groups	8
Local Duke Of Edinburgh Group	Support group in activity, planning and administration	Monthly		5 committee members	12
Gaelic Partnerships	Provide support to local partnerships		Ad hoc	2 partnerships	n/a
Community Pitch Lets	Provide the community pitch facility to users	Daily			1,350 sessions let per year
Minibus hire	Provide minibuses for community use	310 hires per year			
School lets	Provide school facilities for community use	1,090 sessions let per year			

Adult Literacy and Numeracy including:

- Literacy and numeracy learning opportunities and life skills for adults (over 16yrs), including support and training to volunteer tutors
- Youth literacies and workplace literacies
- Provision of English for Speakers of Other Languages (ESOL) who have literacies difficulties in their first language
- (Key roles in delivery of the Fairer Argyll and Bute Plan regarding literacies – tbd)

FIGURES STILL TO BE OBTAINED:

ADULT LITERACY AND NUMERACY: OBAN , LORN & ISLES					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of participants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
<i>Example:</i>	<i>Increase</i>	<i>n/a</i>	<i>2 day event</i>	<i>252</i>	<i>n/a</i>

ADULT LITERACY AND NUMERACY: OBAN , LORN & ISLES					
Activities		Duration/frequency		Participants/attendances	
Specific activity	Outcome/ purpose of activity	Ongoing activities: frequency?	Time-limited / one-off activities: how many sessions and for how long?	No. of part- icipants	No. of attendances over last 12 month period recorded (eg Jun 07-Jun 08)
<i>International Literacies Day</i>	<i>awareness of international ALN issues</i>				
<i>Example: Individual learner tuition</i>	<i>Support individual literacies learning</i>	<i>variable, but average 1 x 1hr session per week</i>	<i>n/a</i>	<i>357</i>	<i>568 hrs</i>

APPENDIX 8

A SELECTION OF WEBSITES VISITED TO CARRY OUT RESEARCH.

Warwickshire County Council

<http://www.warwickshire.gov.uk/communityeducation>

Northumberland County Council

<http://www.northumberland.gov.uk/adult.asp>

North Tyneside Council

http://www.northtyneside.gov.uk/browse.shtml?p_subjectCategory=4

Somerset County Council

<http://www.learnsomerset.co.uk>

City of York Council

http://www.york.gov.uk/education/Adult_and_community_education/

Durham County Council

<http://www.durham.gov.uk/durhamcc/usp.nsf/pws/Adult+Education+-+Adult+Education>

Western Isles

<http://www.cne-siar.gov.uk/commed/eveningclass.asp>

Moray Council

http://www.moray.gov.uk/moray_standard/page_45991.html

Midlothian Council

<http://www.midlothian.gov.uk/Topic.aspx?TopicId=124>

Falkirk Council

http://www.falkirk.gov.uk/services/community/community_education/adults/adult_learning.aspx

Essex County Council

<http://adultlearning.essexcc.gov.uk/vip8/ccol/acc/dis/home.jsp?channelOid=18175>

Appendix 9



SALONGENIUS™



**'Developing Quality Salons
Into Great Businesses'**



Introduction



SALONGENIUS is a fully featured Business Management System designed specifically for the Hair, Beauty and Spa Industries.

As it is designed by industry professionals, we are sure that SALONGENIUS will provide every function required to run a successful business.



Over its 10 year history, SALONGENIUS has built its reputation as the preferred supplier for an effective and user friendly business management tool and now operates in over 35 countries worldwide. From Single Salon operations to some of the largest groups in the world, SALONGENIUS has been empowering business owners, so no matter what size of business you have SALONGENIUS is right for you!

Fully supported by a global network of enthusiastic knowledgeable staff, SALONGENIUS puts customer care at the forefront of your business.

Philosophy

SALONGENIUS is designed to control your business, giving you the tools to increase revenue and reduce costs. From data entry through to reporting, all aspects of SALONGENIUS make use of the intuitive touchscreen interface. Designed for speed and accuracy, operation of SALONGENIUS is simplicity itself. As a result of valuable input from our users, SALONGENIUS has evolved with the industry, incorporating the latest advances in technology whilst keeping focused on ensuring ease of use.



Appointment Book



The Appointment book is at the heart of the SALONGENIUS management system. Simply touch the start time for the operator, select the client and the service, it's as simple as that. Bills are automatically created on the client entering the salon. 2-way SMS appointment reminders are integrated and packages can be catered for together with room and equipment allocation. You can pre configure staff hours, lunches and meeting and even track no shows and cancellations. A full suite of business reports is included.

Point Of Sale



Accurate and fast till entry is the lifeblood of any management system. With SALONGENIUS all sales transactions are automatically logged to clients and staff members.

Discounts and vouchers are tracked. Client spend is monitored together with technical service notes including photographs. Packages can be configured for services and/or products, with courses of services available to sell and redeem. All aspects of till operations have a full audit trail.

Reminders

Imagine how much time and money you could save by reducing the number of no-show appointments at your salon. Think of the extra revenue you could make by simply confirming all of your appointments. What if this could be done automatically with no extra time or effort on your behalf..... Well it can with our 2 way automatic appointment reminder facility. This automatically sends sms reminders from SALONGENIUS to the customers with the option to receive replies direct into your appointment book. Customers using this service have managed to reduce no show appointments by up to 90% therefore maximising their revenue. Reminders can also be made by Email or telephone, the choice is yours!



Gift & Loyalty

Gift cards and vouchers are fully provided for within SALONGENIUS. Serial number tracking is available on issue and redemption. Both pre-set amount and flexible value cards and vouchers are available.

The most valuable commodity in your business is your client database. Loyalty schemes enable you to enhance the client experience as well as reward your regular spenders. Automatic points issue and redemption is available at rates you set. With the option of automatic discounts to scheme members.

Indicators show loyal clients together with point details, warnings are given for cards about to expire.

Detailed reports are included on all aspects of both card and loyalty activity.



Loyalty Schemes	
Scheme Name	Edison Club
Client Reference	000
Start Date	01/01/2009
End Date	01/12/2007
Scheme Period (days)	1
Points Per £ Spent	100
Points Per £ Received	100
£ Spent / Redeemed to 01/01/2007	0/11
Next Payments Block Size	1
Maximum Order Value	0.00
Minimum Discount	Maximum Discount
Fixed Discount	0% Off Total

Client Care

Your clients are your most important asset, that's why it is important that you enter the details for each and every client who visits. The storing of accurate complete client records is paramount in any business and particularly in businesses within the service sector. Where available postcode recognition is included. Prompts to ensure completeness of data are also there to help you. Client source information can be stored including the option to run 'introduce a friend schemes'. We can even store the clients preferred choice of refreshment.

Client loyalty schemes can be implemented and tracked including the ability to utilise points gained as a currency against purchases. Client accounts can be controlled with a pre-payment and credit account facilities available if required.

SALONGENIUS is compliant with data protection legislation.

Technical Histories

Keeping your client record cards up-to-date is an integral part to ensuring excellent client care.

Technical histories can be automatically stored away leaving you confident that you have the latest most up-to-date information about your clients and their treatments. You can even store photographs with perhaps a before and after shot. Contra-indications can also be stored in the client record card. This ensures that only appropriate services are booked, or a warning message displayed enabling you to check or prevent due to prevailing medical conditions. Our Contra-indications structure is so flexible that salons can apply their own rules and protocols.

Client Tracker

Client retention is key to developing and maintaining your business. SALONGENIUS offers you several tools to monitor your performance. Detailed reports on new and client retention are on offer. Client return and loyalty is measured on a per service category basis. Operator preference is updated with every sale. First visit and subsequent retention is also measured by service, keeping you fully informed on service trends and alerting you that marketing activity could be required.



Reporting



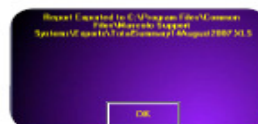
SALONGENIUS offers a full suite of over 100 reports enabling you to quickly and easily find out detailed information on all aspects of your business and its progress at the touch of a button.

A dedicated range of reports is included explicitly to show salon performance together with staff utilisation and appraisal indicators.

Information on appointments, stock control and data integrity are included along with turnover and loss of business reports.

Reports also come with a selection of graphs.

Exporting



All of the reports in SALONGENIUS can be exported for use in other packages. Should your accountant wish to look at your takings in their accounting software for example then simply press the export button and the selected report is produced as one of: a rich text format file, a comma delimited file or as an xls spreadsheet. Imports to most accounting packages are available as one of these formats.

Business Monitoring

SALONGENIUS traffic light business monitoring gives you a quick and efficient method of monitoring break-even. After setting up figures for overheads, commission etc. SALONGENIUS will monitor progress against break-even as every sales goes through the system. Reaching of preset targets changes the on-screen traffic light indicator and records the time taken. Detailed reports showing the business activities undertaken to reach the targets are available. Break even can be viewed as weekly, four weekly, monthly or annually the choice is yours.



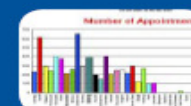
Estate Management

If you have a multi-chain or group of salons then mytakings.com is the answer.

Imagine if you could monitor the performance of your estate from one location – no travelling between sites or relying on remote staff to give you figures.

SALONGENIUS offers a web-based solution which allows you to keep control of your business from a central location, giving you access to management information on demand. Timed local exports to a server are made as required, the information is accessed via a secure web interface. A suite of business orientated reports are available both on a single salon or group basis.

A dedicated report design service is available.





Stock Control



Managing your stock has never been easier with the SALONGENIUS stock management module. All stock movements within the salon are catered for, from retail sales, staff purchases, damages, shop uses and even the transfer of goods between locations. Stock figures are updated automatically.

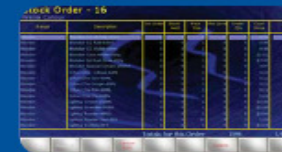


Detailed reports on usage, value, best sellers and non-movers are on hand to tighten your control. Using SALONGENIUS stock control system ensures that you are neither overstocked nor short of products.

Ordering Made Easy

Based on your minimum stock and re-order quantities, orders are automatically suggested. All of this saves the time and hassle of manually amending stock when it is used, and creating orders. Once an order has been suggested it can be edited, confirmed and then sent straight from your SALONGENIUS system to your supplier by email if required. Orders can also be printed off and sent by other methods if you wish.

Receiving stock on to the system is even simpler with the pre-placed orders checked and added onto the system with a simple press of the accept button.



SALONGENIUS SECURITY

Fingerprint Recognition

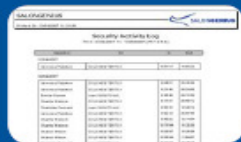


SALONGENIUS offers you protection of your business by the use of Biometric Fingerprint Recognition. Access to Business Sensitive areas is fully controlled. With a choice of 10 security levels available allowing you to decide who accesses what?.

CCTV



If you own a salon and would like full control even when you are away, or run a chain of salons from a head office then SALONGENIUS CCTV may solve your problem. Stored data can be viewed for up to 30 days.



Transaction	Date	Time	User
Appointment	2010-01-01	10:00	John
Bills	2010-01-01	10:05	John
Stock orders	2010-01-01	10:10	John
Marketing runs	2010-01-01	10:15	John
Cashing-up	2010-01-01	10:20	John
Daily back-up	2010-01-01	10:25	John

All transactions in SALONGENIUS are recorded against the logged-on user. From appointments, bills, stock orders, marketing runs, through to cashing-up and the person performing the daily back-up, every action is recorded. This provides a full audit trail of your business.



Every receipt from SALONGENIUS is superimposed onto the video from the reception camera. The text on each receipt is also stored in a database with the associated video footage. Any item stored e.g. client name or payment method can be searched for, retrieved and the corresponding video replayed. The option to print selected stills is also available.

Marketing

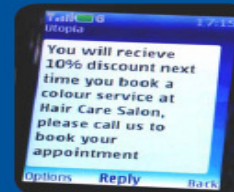
SALONGENIUS marketing gives you the power to examine and market your client database at will. Choose from over 100 different options, to accurately direct your marketing budget to where it can be most useful. Combine these options for even better targeting. From the resulting list of clients choose the best way of contacting, either sms, email or post, produce the piece and deliver. All of this from within your salon. Selection criteria can be stored for future use together with the corresponding marketing materials. For larger printed mail shots SALONGENIUS offers you the ability to export the selected client list for delivery to a third party production company.



Proactive Marketing

Your clients are your most important asset, that's why it is important that you look after them and show them that you care!

Our proactive client care module is a market leading approach to effective communication between the salon and your customers. The client communicator can automatically schedule and deliver future communications with clients via email or SMS. How about sending a thank you to your new clients after their first visit with perhaps a satisfaction survey included, or a 'you haven't visited since ...' message to your lapsed regulars. Make your customer feel special and see your client retention rate go up and your return period come down.

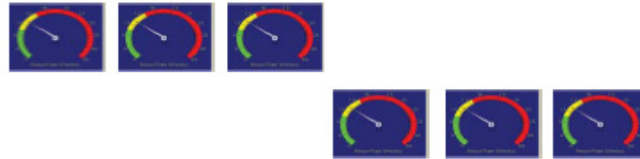


Home Access



To allow you to examine your business from the comfort of your own home SALONGENIUS comes with a complimentary copy for your home office. All options with the exception of bill taking are available to you.

What-If Gauges



Have you ever wondered what would happen if you altered your business model ?

Would you like to know how much better off you would be if you reduced your weekly client return by 1 week ?

What effect would increasing retention by 10% make ?

Calculators



SALONGENIUS have produced a collection of business calculators to allow you to examine the financial benefits available to you, by using various tools from within the program. A marketing calculator is included together with calculators highlighting the benefits of increasing client retention and reducing client return periods. A pictorial easy to use module also lets you run through a variety of 'what if' scenarios on your business All of this is designed to help you grow your business.

SALONGENIUS may just have the answers

Included in SALONGENIUS are 6 gauges showing Key Performance Indicators on the current state of your business.

It doesn't stop there..

Select 1 or more of the gauges

Increase or decrease the required gauge and press the re-calculate button.

The monetary effect on your business is calculated and displayed.

Re-calculate at will to find out exactly what works for you and gives you the best return on your time and investment.





Training



SALONGENIUS offer full training courses either on-site or at one of our regional training locations. These courses catering for all levels of experience will ensure that you get the best out of your investment.



Taking it one step further SALONGENIUS offer a dedicated suite of training courses on all aspects of salon/spa management including, marketing, stock control and business development.

We can also provide business development consultancy and help in marketing.

In addition to full documentation, SALONGENIUS provides a complete suite of quick guides on all the important features of the system.

Support



Unlimited person-to-person SALONGENIUS support via our telephone hotline is available together with software upgrades as part of our 'Warrant-It' support package.

Web Support



The SALONGENIUS web site www.salongenius.com user area hosts a variety of useful tools important to the smooth running of your business. Hints and tips, Feed-back area together with selected manufacturers stock lists available for download are all there to help.

Dial-In Support



The use of remote access software allows our dedicated team of support engineers to fully support your business. Troubleshooting and on-line help is available as required.

Diagnostic tools within SALONGENIUS provide statistics on the state of your system aiding problem solving.

Development



Our global presence in the marketplace, together with the enthusiastic support and feedback from our users, gives us a unique window into the needs of the industry SALONGENIUS is constantly being enhanced and extended embracing new ideas in both business and technology.



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