

<b>Committee(s):</b>	<b>Date(s):</b>
Education Board Policy and Resources Committee	16 October 2014 6 November 2014
<b>Subject:</b> Contingency Application – Livery Schools Link Consultant Project Manager	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>

### **Summary**

The Policy and Resources Committee received a report in July 2014 from the Livery Education Working Party (LEWP) and noted its contents. It also heard from the Chairman of the LEWP that the Livery Schools Link (LSL) service was under-resourced and in need of restructuring so that it was best placed to provide a service that supported the Livery and the aims of the City Corporation's education strategy. The Policy and Resources Committee supported the LEWP report's recommendations and directed that the LEWP report be referred to the Education Board for consideration and it is therefore appended. One-off funding is needed for a consultant project manager for a 6 month period to develop a business plan to assess the feasibility of a new Education Office, as recommended in the LEWP report. It is proposed that to take advantage of the existing knowledge and experience of the current part-time LSL administrator, this post holder should also undertake the additional part-time consultant project manager role.

### **Recommendations**

- It is recommended that the Education Board note this report and support in principle the establishment of a temporary part-time consultant project manager role that will develop the business plan for the education office as proposed in the LEWP report.
- It is recommended that members of the Policy and Resources Committee agree the proposal to use £13k from 2014/15 and £3k from 2015/16 of the Committee's contingency fund, taken from City's Cash, to cover recruitment of the part-time consultant project manager for a one-off 6 month period.

## **Main Report**

1. The LEWP report was noted by the Policy and Resources Committee on 3 July and agreed for the report to be submitted to the Education Board for consideration.
2. The LEWP proposes:
  - the creation of a central Education Office at a maximum cost of £75,000 per annum for two years, which would initially be funded by the City Corporation but thereafter ideally self-funded by supporting Livery Companies or funded partly from the City Bridge Trust, which will link the livery education contribution, promote collaboration and identify opportunities for further livery involvement;
  - the establishment of a Management Board to oversee the work of the Education Office; and
  - to attract 100% support from all Livery Companies within the first 12 months of operation.
3. The suggested £75,000 includes provision for 1 FTE. However, a preliminary scoping exercise is needed prior to this to establish the case for the new Education Office as recommended in the LEWP report.
4. It is therefore proposed that the Policy and Resources Committee contingency fund is used to recruit a consultant project manager at FTE 0.4 for 6 months. It is proposed that the current part-time LSL administrator takes on this additional part-time consultant project manager role, to take advantage of and retain the existing pool of knowledge and experience.
5. The consultant project manager would work 2 days a week for 6 months to oversee the development of the business case of the Education Office, including:
  - managing a full consultation of the livery envisaged in the LEWP report, including the production of a report on the results, possibly to include consultation with Livery Companies Skills Council (LCSC)
  - investigating if it is viable to set up an Education Office in Guildhall, including the possible establishment of an Education Office Board
  - producing an action plan for increasing the membership and involvement of Livery Companies with clear objectives and measurable targets
  - organising the events already envisaged for 2015 - Livery Showcase Event, Education Conference, an open meeting to promote school governance and the pilot WW1 project.
6. The balances of the contingency allocation (before consideration of items on the agenda for the 6 November Policy & Resources Committee meeting) are:
  - 2014/15 £95,400
  - 2015/16 £538,000

7. The consultant project manager rate would be £300 per day plus VAT and travel expenses. This means a total cost for 6 months of approximately £15,000 plus VAT and £1,000 for travel (at £20 per day). The rate would be subject to review after the 6 month period.
8. This is a one off cost which is proposed to be taken from the Policy and Resources Committee contingency fund. The project manager will commence post in November 2014 meaning that £13k will be taken for the financial years 2014/15 and £3k from 2015/16, to be charged to City's Cash. Any further funding for the Education Office is to be identified from the Livery Companies and other funding sources such as the City Bridge Trust.
9. This arrangement could:
  - offer a flexibility which is helpful in the developmental phase and would be more cost effective
  - maintain the momentum from this year's Showcase Event and Education Conference and enable work to continue
  - allow for a review at an early stage
  - mean that the City of London Corporation does not have to commit to long-term expenditure
  - allow time to identify future funding shared by Livery Companies and others such as the City Bridge Trust
10. The overall position would be reviewed at the end of the fixed term of 6 months, to see if the establishment of the Education Office is feasible and if so how a longer-term funding structure could be put in place.

**Background papers:**

- *"Contribution to Education by Livery Companies"* - Report to Policy and Resources Committee 3 July 2014
- *"Livery Education Working Party"* – Report to Policy and Resources Committee 3 July 2014 on the contribution to education by Livery Companies

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