

**REPORT TO: NEIGHBOURHOOD RESOURCES AND DEVELOPMENT COMMITTEE  
- 14 January 2002**

**REPORT ON: DUNDEE CITY – LITERACY AND NUMERACY ACTION PLAN**

**REPORT BY: DIRECTOR OF NEIGHBOURHOOD RESOURCES AND DEVELOPMENT**

**REPORT NO: 26-2002**

## **1.0 PURPOSE OF REPORT**

1.1 To advise the Committee of the recommendations and targets set in the Literacy and Numeracy Action Plan for Dundee, and to seek approval from the City Council to support implementation of that plan.

## **2.0 RECOMMENDATIONS**

It is recommended that the Committee:-

- 2.1 endorses the Literacy and Numeracy Action Plan for Dundee;
- 2.2 instructs the Director of Personnel and Management Services to support the partnership to recruit staff required to implement the Action Plan;
- 2.3 instructs the Director of Neighbourhood Resources and Development to contribute to the Plan's implementation, reporting annually on progress.

## **3.0 FINANCIAL IMPLICATIONS**

3.1 There are no direct financial implications to the Council arising from the approval of this report. Posts identified in the plan will be funded under the Government's Literacy initiative (Scottish Executive Circular Education & Lifelong Learning Department 1/01).

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

4.1 The Literacy initiative addresses many themes of Agenda 21, specifically that all sections of the community are empowered to participate in decision-making and play a full part in society.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 The Literacy initiative will be targeted for those who have experienced difficulty with literacy and numeracy or who have English as a second language and who have not yet achieved Intermediate Level 1 educational qualifications.

## **6.0 BACKGROUND**

6.1 The Neighbourhood Resources and Development Committee were advised in August of the Government's announcement of additional funding to address adult literacy and numeracy (ELLD Circular 1/01).

6.2 The allocation to Dundee's Community Learning Partnership for the current financial year is £95,723, with planned allocations for each of the next two years of £191,465 and £368,747 (a total allocation over 3 years of £655,944).

6.3 In order to secure release of this funding, the Executive required Community Learning Partnerships to produce a local Literacy and Numeracy Action Plan and submit the Plan by 31 December 2001.

6.4 The required structure of the plans was set out in subsequent guidance provided by the Scottish Executive. It includes:

- Consultation with stakeholders including learners
- Coherent and progressive provision
- Needs led based on analysis
- Partners accountable to each other

6.5 **Definition of literacy**

“The ability to read, write and use numeracy, to handle information, to express ideas and opinions, to make decisions and solve problems, as family members, workers, citizens and lifelong learners.”

“Create confident, competent learners for the society we live in.”

(Scottish Executive “Literacies in the Community” Report)

6.6 **Nature of plan**

- Working plan – 3 year implementation
- Gearing up process and staff/systems infrastructure development
- Developmental and responsive to need
- Partnership approach to engage learners, deliver programmes and develop routes and pathways
- Proposals for the management structure
- Monitoring and evaluation framework
- Quality framework – for learning and organisation

6.7 **Contents of plan**

- Core staff of Manager and Administrator/Information Worker
- Flexible staffing allocation and, in 2003/04, six half-time posts to support delivery
- Management by Literacy and Numeracy sub group
- Common gateway process and Individual Learning Plan framework
- Network of spotters, supporters and referrers
- Referral/induction process
- Product development to support network and learners
- Enhanced learning and teaching resources
- Learning and guidance entitlement
- Marketing of learning
- E – Learning Initiative
- Promotion of learning opportunities in community and workplace locations
- Dedicated and integrated essential skills provision
- Create routes and pathways
- Stated outcomes for learners
- Central monitoring and evaluation of initiative

6.8 **Targets**

- Outreach activities – 15 events in each full year
- 2001/02 – 50 new learners
- 2002/03 – 520 new learners
- 2003/04 – 1350 new learners
- An integrated city-wide service

6.9 At its meeting on 13 December 2001, Dundee’s Community Learning Partnership approved a Literacies Action Plan produced by the CM Associates Consultancy with support from a task group established by the Partnership. Copies of this plan will be made available in the Councillors’ Lounge.

**7.0 CONSULTATION**

7.1 The Literacies/Numeracies Action Plan has been produced under the auspices of the Community Learning Partnership.

7.2 This includes:

- Departments of the City Council
- Dundee College
- University of Dundee
- University of Abertay, Dundee
- LEAD Scotland
- Workers' Educational Association
- Dundee Voluntary Action
- Volunteer Information Point
- Careers Scotland
- Scottish Enterprise Tayside
- Community and Voluntary Alliance
- Tayside NHS Board
- Youth Work Alliance
- Dundee & Tayside Chamber of Commerce
- New Directions

7.3 The Chief Executive and the Director of Personnel and Management Services, Director of Finance and Director of Support Services have been consulted in the preparation of this report.

**8.0 BACKGROUND PAPERS**

8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

**Director of Neighbourhood Resources and Development .....**

**Date.....**