The aim of this rolling action plan is to further develop and improve the current

**Strategy, Policy** and **Practices** for **Collaborative Working of Staff** at Alt Valley Community Trust.

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| **1.Objective-area for improvement** | **2. Action to be taken and target for improvement** | **3. Target date** | **4. Person(s) responsible** | **5. Dates reviewed, progress made/action completed** |
| Improving the curriculum offer in line with the current needs of the national and local economyImprove recruitment of new learners and business to AVCT | Recruit for specialist tutor to develop and deliver new digital curriculumPerson specification and authorisation to recruit Debbie Stewart to contact person enquiring through Sharon Lee | 20th August 2021 | Alma MasonDebbie Stewart | 27th August 2021 |
| Improving the curriculum offer in line with the current needs of the national and local economyImprove recruitment of new learners and business to AVCT | Recruit specialist to develop and deliver new hairdressing curriculumContact Kellie to look at recruitment for hairdressing | 20th August 2021 | Lesley Baugh | 27th August 20201 |
| Improving the curriculum offer in line with the current needs of the national and local economyImprove recruitment of new learners and business to AVCT | Arrange a meeting with the following people to look at community activationPauline KnibbCathy EdwardsBoz-regarding John O’BrienSusan Lee | 23rd August 2021 | Danielle FormanDanielle FormanDebbie Stewart | 27th August 20201 |

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| Streamline and speed up communication channelsEnsure information is going to the right person and being processed | Digital issuesLandline not going to LesleyNo internal phone systemInternet dropping out and stopping workOptions for shared drive | 24th August 2021 | Danny  | 27th August 20201 |
| Improve standardisation of delivery and increase funding stream | Recruitment for functional skills, possibly AVCT to deliver across all models Bring learners in-house to be taught at the Comms centre | 23rd August 2021 | Debbie StewartLesley BaughFutures Fitness-Rich | 27th August 20201 |
| To support staff members from across the organisation to work together. To identify opportunities, resources and ideas and collaborate on projects and bids etc. | Email staff to introduce Debbie’s role and responsibilities and how the role will support the organisation and staff going forward | 16th August 2021 | Danielle Forman | 27th August 20201 |
| Increase the potential for recruitment opportunities | Finalise the short term curriculum offer and link with marketing to promote | 23rd August 2021 | Lesley BaughDebbie StewartStephen Mclean | 27th August 20201 |

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| .Improve marketing and recruitment and attracting new business opportunitiesBusiness partnerships for the delivery of the new Digi-hub qualifications | Stephen to present the new marketing strategy to the Education Board.To agree marketing strategy aims. To ensure support and effective resources are in place to further promotional campaigns | 23rd August to 2021 | Debbie StewartStephen Mclean | 27th August 2021 |
| Support the workload within the finance department and add value to existing departments | Financial and IT and Admin post selection process | 16th August 2021 | Danny Danielle Forman | Week commencing 26th August 2021 |
| Ensuring up to date information is available on media sites | Contact Andy Davies to check on website updatesContact Alex Croft to look at delivering the new digital courses | 23rd August 2021 | Lesley BaughDanielle Forman | 27th August 2021 |
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