

LOCAL IMPROVEMENT ADVISERS PROGRAMME

Procedures for accessing LIA support and managing assignments

The procedure for accessing a LIA support and managing an assignment is outlined below and in the [South West Regional Local Improvement Adviser Process Flowchart](#) on page 4 of this document.

Stage 1 – Identify a need & Develop Assignment

This can be done by localities and other stakeholders (for example, GOSW, Audit Commission etc). Where appropriate, assignments should build upon existing work undertaken. For example, follow on activity as a result of work supported by the RIEP from the LSP stock-take.

Assignments are developed using the [Assignment Commissioning Form](#) template. In doing so, support must be sought from the partnership Chair (if appropriate) and Government Office South West Place Team via Locality Managers.

Designate a Lead Officer who will be responsible for coordinating the assignment and liaison between the LIA, SW RIEP and any other stakeholders.

Stage 2 – Submit assignment

Lead Officers need to be submitted completed Assignment Commissioning Forms to the SW RIEP who will acknowledge receipt within 5 working days.

SW RIEP will evaluate the assignment and discuss any queries with Lead Officer.

Stage 3 - Posting of assignments onto national LIA website

When an assignment has been approved it will be posted onto the national LIA website by SW RIEP. This can be viewed by the national LIA steering group members and LIAs. Automated alerts are sent to LIAs working in the specialist area(s) identified on the Assignment Commissioning Form.

Stage 4 – LIAs offer services

Offers from LIAs to undertake the assignment uploaded onto the national LIA website are forwarded to the Lead Officer.

Stage 5 – LIA details to Lead Officer & LIA is selected

Lead officers are responsible for ensuring a suitable LIA is appointed. Interviews are not required as all LIAs have been undergone a national recruitment process. However, professional judgment must be taken in making a selection and if required Lead Officers must be able to provide evidence that there was no conflict of interest present within the decision making process.

Stage 6 – Finalising Assignment Details

Lead Officers must ensure that delivery plans are finalised (to include deliverables and milestones) and the number of days the assignment will take. If the assignment is on a large scale, then those developing the assignment may need to agree payment in stages. If this is the case, payments need to be clearly linked with agreed milestones.

When this has been completed, the Lead Officer will write to the LIA using the Letter Template to commission the work. A copy must also be sent to SW RIEP. At this stage support that the LSP or other body will make available to ensure the assignment is effective must also be identified.

SW RIEP will pass the final assignment details to the WM RIEP for monitoring and payment details.

Stage 7 – Assignment is completed

The LIA completes the final assignment and feeds findings back into the commissioning body.

Stage 8 – Evaluation, monitoring & payment

Once the assignment is complete, the Lead Officer will ensure an evaluation is completed using the LIA Monitoring Form and forward this to SW RIEP. SW RIEP will decide whether on balance the assignment has been successful in terms of outcomes and quality of work from the LIA. If successful, copies of the LIA Monitoring Form will be sent to the West Midlands RIEP and to the LIA who will generate an invoice.

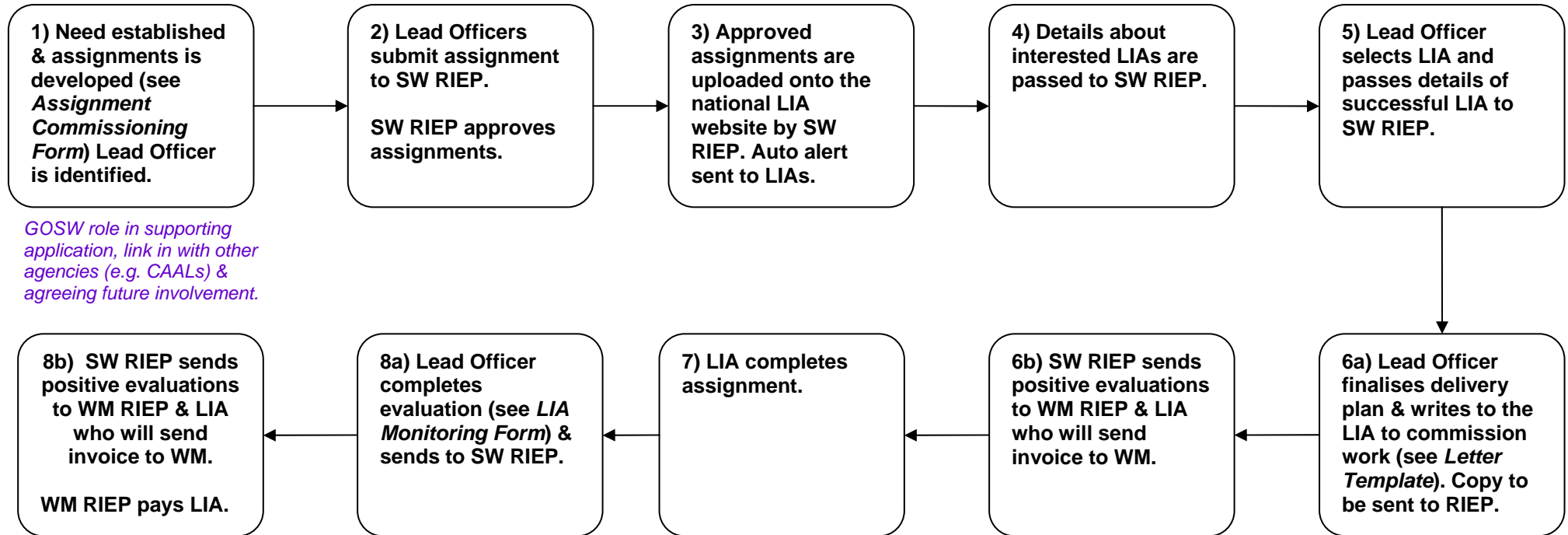
On receipt of an invoice and satisfactory performance, the West Midlands RIEP pay the LIA for their work completed.

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South West Regional Local Improvement Adviser Process Flowchart



GOSW role in supporting application, link in with other agencies (e.g. CAALs) & agreeing future involvement.

Depending on assignment, GOSW may need to be involved here. Determined in stage 1.