

**Council Offices
South Lanarkshire Council
Almada Street
Hamilton
ML3 0AA**

Friday, 31 May 2019

Dear Councillor

Clyde Valley Learning and Development Joint Committee

The Members listed below are requested to attend a meeting of the above Joint Committee to be held as follows:-

Date: Monday, 10 June 2019
Time: 14:00
Venue: Committee Room 2, Council Offices, Almada Street, Hamilton, ML3 0AA

The business to be considered at the meeting is listed overleaf.

Yours sincerely

Paul Manning
Clerk to the Joint Committee

Members

Council

East Renfrewshire
Glasgow City
Inverclyde
North Lanarkshire
Renfrewshire
South Lanarkshire

Member

Councillor Colm Merrick
Councillor Richard Bell
Councillor Martin Brennan
Councillor Angela Campbell
Councillor Jim Paterson
Councillor Katy Loudon

Substitute

To be advised
Councillor Elaine McSporran
Councillor Natasha Murphy
To be advised
Councillor Lorraine Cameron
Councillor Gladys Miller

Copies to substitute members for information only

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

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Minutes of the Clyde Valley Learning and Development Joint Committee held on 10 December 2018 submitted for approval as a correct record. (Copy attached)

Item(s) for Decision

3 Position of Vice Convener

To elect Vice Convener of the Joint Committee.

Item(s) for Monitoring

4 Revenue Budget Monitoring 2019/2020 - Clyde Valley Learning and Development Joint Committee

13 - 16

Report dated 24 May 2019 by the Treasurer to Clyde Valley Learning and Development Joint Committee. (Copy attached)

Item(s) for Decision

5 Annual Governance Statement 2018/2019

17 - 20

Report dated 7 May 2019 by the Treasurer to Clyde Valley Learning and Development Joint Committee. (Copy attached)

6 2018/2019 Annual Report and Accounts - Clyde Valley Learning and Development Joint Committee

21 - 44

Report dated 13 May 2019 by the Treasurer to Clyde Valley Learning and Development Joint Committee. (Copy attached)

7 Update on the Revised Minute of Agreement for the Clyde Valley Learning and Development Project

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Report dated 14 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group. (Copy attached)

8 Clyde Valley Learning and Development Project - Delivery of First Aid Training

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Report dated 14 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group. (Copy attached)

Item(s) for Noting

9 Update on Membership and Funding for the Clyde Valley Learning and Development Project for 2019/2020

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Report dated 14 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group. (Copy attached)

10 Clyde Valley Learning and Development Project – Update on Progress with the e-Learning Workplan

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Report dated 15 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group. (Copy attached)

Urgent Business

11 Urgent Business

Any other items of business which the Convener decides are urgent.

For further information, please contact:-

Clerk Name: Stuart McLeod

Clerk Telephone: 01698 454 815

Clerk Email: stuart.mcleod@southlanarkshire.gov.uk

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 10 December 2018

Convener:

Councillor Katy Loudon, South Lanarkshire Council

Councillors Present:

East Renfrewshire Council:	Colm Merrick
Inverclyde Council:	Martin Brennan
North Lanarkshire Council:	Angela Campbell

Councillors' Apologies:

East Dunbartonshire Council:	Jim Gibbons (Vice Convener)
Glasgow City Council:	Richard Bell and Elaine McSporran (Substitute)
Renfrewshire Council:	Jim Paterson and Lorraine Cameron (Substitute)
West Dunbartonshire Council:	Karen Conaghan and Caroline McAlister (Substitute)

Attending:

Clerk's Office

Stuart McLeod, Administration Officer, South Lanarkshire Council

Treasurer's Office

Amanda Murray, Finance Adviser, South Lanarkshire Council

Clyde Valley Learning and Development Project

Gerry Farrell, Project Manager

Margaret Quinn, Project Development Officer

Project Implementation Steering Group

Pauline Cameron, East Renfrewshire Council

Peter Innes, Glasgow City Council

Alex Hughes, Inverclyde Council

Pauline McCafferty, North Lanarkshire Council

Simon Hall, Renfrewshire Council

Also Attending:

Hazel Lawson, Data Protection Officer, Legal Services Manager, South Lanarkshire Council

Tony Mackie, Principal Officer Learning and Development, Glasgow City Health and Social Care Partnership

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 10 September 2018 were submitted for approval as a correct record.

The Joint Committee decided: that the minutes be approved as a correct record.

3 Revenue Budget Monitoring 2018/2019 – Clyde Valley Learning and Development Joint Committee

A report dated 12 November 2018 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 9 November 2018 against budgeted expenditure for the Clyde Valley Learning and Development Joint Committee's revenue budget.

The Joint Committee decided: that the breakeven position on the revenue budget, as detailed in Appendix A to the report, be noted.

[Reference: Minutes of 11 June 2018 (Paragraph 3)]

4 Update on Membership and Funding of the Clyde Valley Learning and Development Project for 2019/2020

A report dated 12 November 2018 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on proposals to restructure the membership and funding model of the Clyde Valley Learning and Development Project.

At its meeting on 11 June 2018, the Joint Committee had approved a proposal to restructure the membership of the Project by creating 3 categories of membership which would be open to all full member and associate member councils.

Each member council would be required to pay a tariff based on its category of membership and a sliding scale linked to the number of persons it employed. Details of the membership categories and tariffs were provided in the report.

It had also been agreed that a minimum of 5 full member councils and a minimum level of funding of £59,000 per annum would be required to maintain the viability of the Project. The sum of £59,000 was estimated to be a fair contribution to the lead authority's operating costs for the Project and it was proposed that this sum be allocated to the lead authority.

The Joint Committee had also agreed that the status of the Social Care Sub-group be raised to have a parallel management and governance role similar to the Project Implementation Steering Group to reflect the importance of the social care agenda.

Following the meeting on 11 June 2018, all full member and associate member councils had been asked to confirm their future involvement in the Project. At the time of writing the report, some councils had still to make a final decision on membership, however, no council had indicated an intention to withdraw from the Project.

Based on confirmed intentions of councils at the time of writing the report, the total projected income would be £74,000, as detailed in Table 1 of Appendix 1 to the report. There was also indicative additional income of £9,000 from councils that had still to confirm their preferred category of membership, as detailed in Table 2 of Appendix 1 to the report.

Ongoing discussions were planned, or were taking place, with all other current associate member councils, as detailed in Table 3 of Appendix 1 to the report, with the intention of confirming the category of membership and financial contribution of all councils by 31 December 2018.

The Project Manager provided an update advising that Edinburgh City Council had since confirmed its intention to become a Participating Member of the Project which meant that the projected income from membership tariffs had increased by £6,000 to £80,000.

The revised Joint Committee would continue to have representation of elected members from each of the full member councils and, based on the current position, the revised membership of the Joint Committee would constitute elected members from 6 full member councils. The Project Implementation Steering Group would also be comprised of representatives from the full member councils.

Based on the current projections, the Project would have a minimum of £21,000 of additional funds at its disposal for the period 2019/2020. It was proposed that any additional funds would be used for specific project work identified by either the Project Implementation Steering Group or the Social Care Group, based on priorities for the Project, and that any unspent funding would be carried forward for use in future years.

In adopting the revised funding model, it was conceivable that the annual contribution to the Project would fluctuate from year to year. It was, therefore, necessary that the Joint Committee agreed an acceptable minimum level of funding before proceeding each year. A report regarding the funding model, including balances carried forward, the charging structure and the ongoing level of membership would be reviewed annually and reported to the Joint Committee prior to the start of each financial year.

In order to reflect the changes to the membership and the funding model of the Project, it had been necessary to review and revise the Clyde Valley Learning and Development Project Minute of Agreement and this was the subject of a separate report to this meeting of the Joint Committee.

The Joint Committee decided:

- (1) that the Project would continue to operate based on the financial contributions and membership structure detailed in the report;
- (2) that further efforts would be made to finalise contributions and membership from those councils which had still to confirm their preferred membership category;
- (3) that the Project's revised governance arrangements would be put in place once the uptake of membership categories had been confirmed;
- (4) that the sum of £59,000 from membership contributions be allocated to the lead authority towards the operating costs of the Project;
- (5) that residual funds arising from membership contributions be allocated to project work identified by the Project Implementation Steering Group and Social Care Group as priorities required;
- (6) that any unspent funding in year would be carried forward for use in future years; and
- (7) that the funding model, including balances carried forward, the charging structure and the ongoing level of membership be reviewed and reported to the Joint Committee prior to the start of each financial year.

[Reference: Minutes of 11 June 2018 (Paragraph 6)]

5 Revised Minute of Agreement for the Clyde Valley Learning and Development Project

A report dated 9 November 2018 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted requesting that:-

- ♦ the revised draft Clyde Valley Learning and Development Project Minute of Agreement, attached as Appendix 1 to the report, be approved for consultation by the full member councils
- ♦ in the event that there were no proposed amendments to the Minute of Agreement, the Head of Administration and Legal Services, South Lanarkshire Council, be authorised to circulate the Minute of Agreement to full member councils for signing

Following the establishment of the Clyde Valley Learning and Development Project in 2007, a legal agreement in the form of a Minute of Agreement had been drawn up and signed by the full member councils. The Agreement covered the terms of the Scottish Government grant provided as start-up funding for the Project, as well as setting out certain terms and conditions which applied to the delivery of the Project. The agreement was legally binding on the full member councils.

Many of the fundamental aspects of the Project, as set out in the 2008 document, were no longer relevant or applicable and did not accurately reflect the current mode of delivery of the Project, its terms and conditions of membership or current relevant legislation.

As per the existing Minute of Agreement, the document dealt with the management and operation of the Joint Committee and details of the principal terms of the draft Minute of Agreement were provided in the report.

If approved by the Joint Committee, the Head of Administration and Legal Services, South Lanarkshire Council, would invite comments from the full member councils regarding the content of the revised draft Minute of Agreement by 31 January 2019.

If all full member councils were satisfied with the content of the draft and no amendments were required, the Minute of Agreement would be circulated to full member councils for signing. In the event that amendments were required to the Minute of Agreement, a report would be submitted to a future meeting of the Joint Committee requesting approval of the amended Minute of Agreement prior to it being issued for signing.

The co-operation of all full member councils was respectfully requested to assist in ensuring that the appropriate actions were taken to allow the signing of the revised Minute of Agreement before the first scheduled meeting of the Joint Committee in 2019.

Requests from other organisations wishing to apply for membership of the Project would be considered by the Joint Committee. In the event that an organisation wished to obtain membership prior to the next scheduled meeting of the Joint Committee, the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group, in consultation with the Convener, would be able to approve membership in terms of the Scheme of Delegation. In instances where membership was granted in terms of the Scheme of Delegation, a report would be submitted to the next meeting of the Joint Committee requesting that the action taken be noted.

The Minute of Agreement would require to be amended accordingly if there were any changes to the full membership of the Project.

The Joint Committee decided:

- (1) that the draft Minute of Agreement be approved for consultation by the full member councils;
- (2) that, in the event that there were no proposed amendments to the Minute of Agreement, the Head of Administration and Legal Services, South Lanarkshire Council, be authorised to circulate the Minute of Agreement to full member councils for signing; and
- (3) that it be noted that the Minute of Agreement, once approved, would require to be amended to reflect any changes to the full membership of the Project.

[Reference: Minutes of 1 September 2008 (Paragraph 3)]

6 Meeting Arrangements – 2019/2020

A report dated 20 November 2018 by the Clerk to the Clyde Valley Learning and Development Joint Committee was submitted on arrangements for meetings of the Joint Committee for the financial year 2019/2020.

At its meeting held on 30 November 2015, the Joint Committee had agreed that its meetings should be held 3 times in a financial year.

The Joint Committee decided: that meetings of the Joint Committee for the financial year 2019/2020 be held at 2.00pm on the following dates:-

- ◆ Monday 10 June 2019
- ◆ Monday 9 September 2019 (by conference call)
- ◆ Monday 9 December 2019

[Reference: Minutes of 4 December 2017 (Paragraph 8)]

7 Clyde Valley Learning and Development Project – Update on Existing Projects

A report dated 11 November 2018 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted providing an update on the existing and ongoing programme of work developed and implemented through the Clyde Valley Learning and Development Project.

The Clyde Valley Learning and Development Project had an established programme of projects which were part of the day-to-day delivery of learning and development for many of the Clyde Valley member councils.

An update on activity in relation to a number of projects was provided as follows:-

- ◆ **Brightwave Learning Management System (LMS) contract** – The option to extend the Clyde Valley contract with Brightwave Limited for up to 3 years had been triggered on 1 August 2018. 16 member councils and the Improvement Service had opted to extend the Brightwave contract, for periods ranging from 1 to 3 years. Due to the extension terms and the 32.5% group discount, the net contract terms had improved despite 3 councils withdrawing from the contract. Work was now underway to roll out a new and more modern interface for the Learning Management System known as Tessello Go.

- ◆ **Development of e-learning Content and Expertise** – The Clyde Valley e-Learning Sub-group continued to be the primary vehicle for the development and delivery of digital learning for the Clyde Valley Group. The Sub-group had recently carried out an exercise to re-focus and develop the agenda for a future work plan, details of which were provided in the report. The added value that the agenda would bring was anticipated to be a critical driver in attracting and maintaining ongoing membership of the Project.
- ◆ **Accredited Front Line Management Training (Chartered Management Institution - CMI)** – The Clyde Valley Centre continued to meet the externally verified CMI quality assurance standards with the central costs of registration being shared amongst the 6 participating authorities. There had been a drop in uptake across all the participating authorities in 2018, with 55 candidates currently registered for qualifications. This position was continually under review by each council, particularly in relation to developing new qualifications. The current priority was to evaluate options to deliver higher level qualifications (SVQ level 5) which had the potential to increase demand.
- ◆ **Subscription to Learning Assistant** – Learning Assistant was an online portfolio system for managing the delivery of vocational qualifications. The model provided paper free portfolio access and was delivered through a licensing charge. Usage of this product was directly related to the number of vocational qualifications offered in participating authorities. The projected demand for the Clyde Valley Group for 2018/2019 was 300 licences. As at 31 October 2018, 172 licences had been used, which was on track for achieving the projected figures.
- ◆ **Elementary Food Hygiene Joint Award (e-learning)** – The Project's Elementary Food Hygiene Joint Award in partnership with the Royal Environmental Health Institute Scotland (REHIS) had been running for almost 2 years, during which 559 candidates had successfully completed the Award. The Award was subject to re-approval by REHIS in December 2018 and this process was underway with a recommendation that the scope of the programme be broadened to include other client groups such as schools and Early Years. It was anticipated that this approach would significantly increase the uptake of the Award across the member councils.
- ◆ **First Aid Training** – First Aid training continued to be delivered through the procurement of external provision of accredited First Aid training. Details of the courses and the number of employees that had successfully completed each course were provided in the report. The contract to deliver First Aid training ended in August 2019 and actions were planned to review the demand and, if appropriate, award another contract through competitive tendering.

The Joint Committee decided: that it be noted that the programme of individual projects continued to successfully deliver benefits to the members of the Clyde Valley Learning and Development Project.

[Reference: Minutes of 11 June 2018 (Paragraphs 6 and 8), 28 August 2017 (Paragraph 11) and 9 December 2013 (Paragraph 7)]

8 Clyde Valley Learning and Development Project – Update on Social Care Group Projects

A report dated 12 November 2018 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted:-

- ◆ providing an update on activities undertaken to maintain and develop the Promoting Positive Behaviour (PPB) programme across the Clyde Valley
- ◆ advising the Joint Committee of the forward work plan prepared by the Social Care Group for the coming year

The PPB programme was well established and subject to ongoing review for improvement and quality assurance purposes. Although the physical interventions were only part of the programme's content, they carried the highest degree of risk and it was, therefore, essential that this risk was managed on an ongoing basis.

An initial risk assessment of the physical interventions had been carried out by Robert Gordon University (RGU) in the summer of 2013, prior to the launch of the programme, however, as the programme was now embedded within all 8 full member councils, a further and more detailed risk assessment had been carried out by RGU in June 2018. The resultant feedback report had indicated no new risks to trainers, practitioners or service users.

It had been proposed by the Social Care Group that further risk assessments be carried out on a bi-annual basis to maintain the currency of the analysis and provide quality assurance. This approach had been approved by the PPB Strategic Governance Group.

An initial meeting had taken place between members of the Social Care Group, Learning Network West and 3rd Horizons (evaluation consultants) to explore the scope of evaluation of the impact of PPB training on social care practice. This had been useful in identifying a range of evaluation options, however, they involved significant costs outwith available resources.

An alternative evaluation approach had been considered by the Social Care Group that involved a case-study approach collating and reviewing examples of PPB intervention for analysis. This could be analysed alongside historical examples using previous behaviour management models.

Service user involvement in the evaluation of PPB had been discounted by the Social Care Group and the task of defining the scope of the evaluation required a degree of compromise when comparing the scope of the analysis against the available resources.

Details of the third annual PPB Continuous Professional Development event for trainers and practitioners had taken place at Glasgow City Halls on 13 June 2018. Approximately 60 practitioners and trainers from all 8 participating authorities had attended the event and feedback had been universally positive. It had been provisionally agreed that the next event would be held in June 2019.

The 6 monthly meetings of the PPB Strategic Governance Group were well established and attended by all 8 participating authorities and a robust governance structure was now in place across the Clyde Valley. The maintenance of the governance structure would be essential to expand existing capacity and expertise to meet the current and future demand for the programme.

In addition to the work carried out on the PPB programme, the Social Care Group had also developed an outline forward work plan for the coming year, details of which were provided in the report.

The Joint Committee decided:

- (1) that the activities undertaken to support the quality assurance, evaluation, development and governance of the Promoting Positive Behaviour PPB programme be noted; and
- (2) that the forward work plan for the Social Care Group be noted.

[Reference: Minutes of 11 June 2018 (Paragraph 6) and 4 December 2017 (Paragraph 7)]

9 Urgent Business

There were no items of urgent business.

Convener's Closing Remarks

The Convener extended the compliments of the season to all members and officials present.

Report

4

Report to: **Clyde Valley Learning and Development Joint Committee**
 Date of Meeting: **10 June 2019**
 Report by: **Treasurer to Clyde Valley Learning and Development Joint Committee**

Subject: **Revenue Budget Monitoring 2019/2020 - Clyde Valley Learning and Development Joint Committee**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2019 to 24 May 2019 for Clyde Valley Learning and Development Project

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that the breakeven position on the Clyde Valley Learning and Development Joint Committee revenue budget, as detailed in Appendix A of the report, be noted.

3. Background

3.1. This is the first revenue budget monitoring report presented to the Clyde Valley Learning and Development Joint Committee for the financial year 2019/2020.

3.2. The running costs for the Clyde Valley Learning and Development Joint Committee are funded by contributions from the member Councils. The new tiered membership levels and associated fee structure for 2019/2020 were agreed at a meeting of the Clyde Valley Learning and Development Joint Committee on 10 December 2018. The new membership contributions form the basis for the budget for 2019/2020 and totals £0.091m. In addition, an estimate of training expenditure (£0.025m) and the recharge of this to Councils (£0.025m) gives a total spend and income budget of £0.116m.

3.3. The report details the financial position for Clyde Valley Learning and Development Joint Committee on Appendix A.

4. Employee Implications

4.1. None

5. Financial Implications

5.1. As at 24 May 2019, there is a breakeven position against the phased budget to date.

6. Other Implications

- 6.1. The main risk associated with the Clyde Valley Learning and Development Joint Committee Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied within the Joint Committee. The risk is managed through four weekly Budget Monitoring when any variance is analysed. In addition, the probable outturn exercise will ensure early warning for corrective action to be taken where appropriate.
- 6.2. There are no implications for sustainability in terms of the information contained in this report

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 7.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Jackie Taylor
Treasurer

24 May 2019

Previous References

- ◆ Clyde Valley Learning and Development Joint Committee, 10 December 2018

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 24 May 2019

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

E-mail: lorraine.o'hagan@southlanarkshire.gov.uk

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Revenue Budget Monitoring Report

Period Ended 24 May 2019 (No.2)

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 24/5/19	Actual 24/5/19	Variance 24/5/19	% Variance	Note
	£000	£000	£000	£000	£000	£000		
Employee Costs	0	0	0	0	0	0	-	n/a
Property Costs	0	0	0	0	0	0	-	n/a
Supplies & Services	30	30	0	0	0	0	-	n/a
Transport & Plant	0	0	0	0	0	0	-	n/a
Administration Costs	84	84	0	5	5	0	-	0.0%
Payments to Other Bodies	2	2	0	0	0	0	-	n/a
Payments to Contractors	0	0	0	0	0	0	-	n/a
Transfer Payments	0	0	0	0	0	0	-	n/a
Financing Charges	0	0	0	0	0	0	-	n/a
Total Controllable Exp.	116	116	0	5	5	0	-	0.0%
Total Controllable Inc.	(116)	(116)	0	(5)	(5)	0	-	0.0%
Net Controllable Exp.	0	0	0	0	0	0	-	0.0%

Report

5

Report to: **Clyde Valley Learning and Development Joint Committee**
 Date of Meeting: **10 June 2019**
 Report by: **Treasurer to Clyde Valley Learning and Development Joint Committee**

Subject: **Annual Governance Statement 2018/2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide an overview of the Annual Governance Statement for inclusion in the 2018/2019 Clyde Valley Learning and Development Joint Committee Annual Accounts

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that the Annual Governance Statement, attached as Appendix 1 to the report, be approved for inclusion in the Clyde Valley Learning and Development Joint Committee 2018/2019 Annual Accounts.

3. Background

3.1. Each year the Clyde Valley Learning and Development Joint Committee undertakes a review of the governance arrangements that are required to support the Clyde Valley Learning and Development Joint Committee's preparation of the Annual Governance Statement which is included in the Clyde Valley Learning and Development Committee's Annual Accounts.

3.2. The annual review for 2018/2019 considered guidance detailed within the Delivering Good Governance in Local Government Framework.

4. Annual Governance Statement for 2018/2019

4.1. The Annual Governance Statement for 2018/2019 is attached at Appendix 1.

4.2. The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision and a system of delegation and accountability. These arrangements follow the systems of financial management in place within the lead authority, South Lanarkshire Council.

4.3. The Clyde Valley Learning and Development Joint Committee shares financial management systems with South Lanarkshire Council (the lead authority) and is subject to the relevant controls in place which are reviewed by Internal/External Audit through a programme of audit work. The overall audit opinion for the year is

informed by the assurances obtained from any system audits carried out by the Council's Internal Audit section on these shared systems.

- 4.4. Although Internal Audit do not carry out specific audit work on the Clyde Valley Learning and Development Joint Committee, the sharing of systems means that the assurances obtained in the Internal Audit Manager's annual assurance report to South Lanarkshire Council can be applied to those of the Clyde Valley Learning and Development Joint Committee.
- 4.5. For 2018/2019, the Treasurer's opinion is that reasonable assurance can be placed on the adequacy and effectiveness of the Joint Committee's framework of governance, risk management and control arrangements.

5. Employee Implications

- 5.1. None

6. Financial Implications

- 6.1. There are no financial implications directly associated with this report.

7. Other Implications

- 7.1. The statement will be subject to review by Audit Scotland as part of their audit of Clyde Valley Learning and Development Joint Committee's Annual Accounts.
- 7.2. There are no implications for sustainability in terms of the information contained in this report

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Jackie Taylor
Treasurer

7 May 2019

Previous References

- ◆ None

List of Background Papers

- ◆ Clyde Valley Learning and Development Joint Committee Annual Accounts Annual Governance Statement and Annual Accounts 2018/2019

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Lorraine O'Hagan, Accounting and Budgeting Manager (Finance and Corporate Resources)
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Annual Governance Statement

This statement sets out the framework within which the Joint Committee has proper arrangements for the governance of the Joint Committee's affairs, thereby facilitating the effective exercise of its functions, ensuring that appropriate arrangements are in place for the management of risk and appropriate systems of internal control are in place. While the Joint Committee's governance arrangements have not been consolidated in a formal Code of Corporate Governance, the Annual Governance Statement has been prepared within the context of the Joint Committee's governance framework and meets legislative requirements to include the Annual Governance Statement within the Annual Accounts.

Scope of Responsibility

In delivering its aims and objectives, the Joint Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. The Joint Committee also has a statutory duty to make arrangements to secure best value under the Local Government in Scotland Act 2003. In discharging this responsibility, the Joint Committee's elected members and senior officers are responsible for putting in place proper arrangements for its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

Governance Framework

The Joint Committee operates a system of internal control designed to manage risk to a reasonable level. Internal controls cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable assurance and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Joint Committee's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised.

The main features of our governance arrangements are:-

- All full member Councils continue to be represented on the Joint Committee
- The scheme of delegation, terms of reference, standing orders, financial regulations and stakeholder roles and responsibilities defined in 2007/2008 remain in place, and have been reviewed for relevance and to determine if they are still appropriate.
- Meetings of the Joint Committee are held three times a year chaired by the elected Convener of the Joint Committee. For 2018/2019, this was Councillor Katy Loudon (South Lanarkshire Council).
- Scheme of delegation allows for the Clyde Valley Implementation Steering Group to manage, direct and prioritise the work programme.
- Minute of agreement has been produced and signed by each of the participating Councils, with a revised Minute of Agreement drafted to reflect the changes in membership and fee structure for 2019/2020.
- Effective risk management arrangements are embedded within the Member Councils.

The system of internal controls is based on a framework of regular management information, financial regulations, administrative procedures, management and supervision and a system of delegation and accountability.

These arrangements follow the systems of financial management in place within the lead authority, South Lanarkshire Council, and are subject to the relevant controls in place which are reviewed by Internal/External Audit through a programme of audit work.

The system includes:-

- Centralised invoicing and re-charging administered through South Lanarkshire Council.
- Financial Management arrangements through South Lanarkshire Council's Financial Management System Ledger supported by Financial Regulations.
- Risks are identified and managed by the Project Manager on an ongoing basis.
- Preparation of financial reports that compare actual expenditure and income against budgets.

Statement on the Role of the Chief Financial Officer

CIPFA published the statement on the role of the Chief Financial Officer in 2010 and under the Code, the Joint Committee is required to state whether it complies with the statement, and if not, to explain how their governance arrangements deliver the same impact.

The Joint Committee's financial management arrangements comply with the principles set out in CIPFA's statement on the Role of the Chief Financial Officer.

Continuous Improvement

As the work of the Clyde Valley Learning and Development Joint Committee develops, I am aware of our governance duties and will continue my commitment to transparency and openness in our governance arrangements. No issues have been identified during 2018/2019 and I will continue to review these as appropriate during 2019/2020.

Assurance

The system of internal control can provide only reasonable and not absolute assurance that assets are safeguarded, that transactions are properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

It is my view that in the twelfth year of the Clyde Valley Learning and Development Joint Committee (financial year 2018/2019), reasonable assurance can be placed on the adequacy and effectiveness of the Joint Committee's framework of governance, risk management and control arrangements.

Jackie Taylor

Treasurer - Clyde Valley Learning and Development Joint Committee

10 June 2019

Report

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Report to: **Clyde Valley Learning and Development Joint Committee**
 Date of Meeting: **10 June 2019**
 Report by: **Treasurer to Clyde Valley Learning and Development Joint Committee**

Subject: **2018/2019 Annual Report and Accounts - Clyde Valley Learning and Development Joint Committee**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise of the Clyde Valley Learning and Development Joint Committee final accounts position as at 31 March 2019

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that the Annual Report and Accounts for the Clyde Valley Learning and Development Joint Committee for the year ended 31 March 2019 be noted; and
- (2) that it be noted that the Annual Report and Accounts would be submitted to the external auditor by 30 June 2019.

3. Background

3.1. The Annual Report and Accounts, as detailed at Appendix 1 to the report, show the Income and Expenditure Account and Balance Sheet to 31 March 2019 for the Clyde Valley Learning and Development Joint Committee. These accounts will be passed for external audit to Audit Scotland.

3.2. The Annual Report and Accounts, as detailed at Appendix 1 to the report, comprises:-

- ◆ Introduction by the Convener
- ◆ Management Commentary
- ◆ Annual Governance Statement
- ◆ Movement in Reserves Statement
- ◆ Comprehensive Income and Expenditure Account for the year ended 31 March 2019
- ◆ Balance Sheet as at 31 March 2019
- ◆ Cash Flow Statement for year ended 31 March 2019
- ◆ Notes to the Financial Statements
- ◆ Statement of Accounting Policies
- ◆ Statement of Responsibilities for the Statement of Accounts
- ◆ Statement on the System of Internal Financial Control
- ◆ Audit Arrangements

4. Employee Implications

- 4.1. None

5. Financial Implications

- 5.1. The Accounts show that the Committee's total revenue expenditure amounted to £0.055 million in 2018/2019 and was met by other income of £0.057 million. This results in a £0.002 million surplus, which can be added to the revenue cash balance of £0.012 million brought forward from 2017/2018.
- 5.2. After taking account of any accruals and commitments, this leaves a revenue cash balance of £0.014 million to be carried forward for use in future years.

6. Other Implications

- 6.1. The main risk associated with the Clyde Valley Learning and Development Joint Committee Revenue Budget is failure to manage the budget resulting in expenditure exceeding available funding. The risk has been assessed as low given the detailed budget management applied within the Joint Committee. The risk is managed through four weekly Budget Monitoring when any variance is analysed. In addition, the probable outturn exercise ensured early warning for corrective action to be taken where appropriate.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 7.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Jackie Taylor

Treasurer to Clyde Valley Learning and Development Joint Committee

13 May 2019

Previous References

- ◆ None

List of Background Papers

- ◆ Clyde Valley Learning and Development Committee Annual Report and Accounts 2018/2019

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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***CLYDE VALLEY LEARNING AND DEVELOPMENT
JOINT COMMITTEE***

ANNUAL ACCOUNTS

2018/2019

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

ANNUAL ACCOUNTS 2018/2019

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Introduction by the Convener of Clyde Valley Learning and Development Joint Committee

The Clyde Valley Learning and Development Project has just completed its twelfth year of operation, and its second year of governance for the current Joint Committee. The year has also been characterised by the first radical change in the structure, governance and funding of the Project since it was first established in 2007.

As funding and savings targets continue to provide a challenging environment for all the Councils associated with the Clyde Valley Learning and Development Group, it was only right and fitting that the viability of maintaining the Project should be considered and evaluated.

As a result of this process, the new structure that has been agreed over the past year gives great cause for optimism. The number of members who will be participating in the Project going forward has exceeded initial expectations, resulting in a stronger foundation for development and consolidation for the coming year.

As this new structure has been established, the ongoing project work has continued to deliver benefits to those involved and it is a testament to these positive outcomes that the new categories of membership have been taken up so enthusiastically.

As the Convener of the Clyde Valley Learning and Development Joint Committee, I would like to recognise and thank all of the partner Councils involved for maintaining the Project's unique partnership. It is clear that the Project has been consistently successful in delivering real outcomes and shared benefits to Members during its time in existence.

It is now more important than ever that the Project should continue to develop and deliver value to Members from all three of our new categories. The challenge now for the Group is to build on past successes while moving the agenda forward.

I look forward optimistically to the coming year for the Clyde Valley Learning and Development Group and would once again encourage all Joint Committee Members and officers from the Member Councils to continue to take an active role in ensuring the continued success of the Project.

Councillor Katy Loudon
Convener
Clyde Valley Learning and Development Joint Committee

Management Commentary 2018/2019

Introduction

The Management Commentary of the Clyde Valley Learning and Development Joint Committee will provide the reader with information on the environment in which the Joint Committee operates and on the Joint Committee's performance, both operationally and financially.

The following commentary relates to the 2018/2019 financial year, which within the context of the challenges facing all our public services, Clyde Valley Learning and Development Joint Committee continues to maintain a strong presence.

Objectives

The overall objective of the project remains to establish and deliver a number of shared approaches to training, learning and development between the Clyde Valley Councils (South Lanarkshire, North Lanarkshire, East Dunbartonshire, West Dunbartonshire, Glasgow City, East Renfrewshire, Inverclyde and Renfrewshire Councils) which will result in:

- ◆ Greater efficiency due to shared working rather than a council-by-council approach
- ◆ Reduced duplication of effort
- ◆ The identification, development and sharing of best practice
- ◆ Setting, achieving and maintaining the highest standards of service delivery
- ◆ Modernising service delivery by improving practice and making best use of information technology
- ◆ A consistent approach to training, learning and development,
- ◆ Ensuring equality of opportunity for all Clyde Valley employees in accessing appropriate learning and development.
- ◆ Developing centres of excellence from which to deliver models suitable for replication nationally

Financial Statements

The purpose of the financial statements is to demonstrate stewardship of the public monies which fund the work of the Committee.

The financial statements have been prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/2019, supported by International Financial Reporting Standards (IFRS) which ensures a set of statements is produced, each statement with a single clear objective.

The cumulative underspend at the end of the year will be held by the Committee for utilisation in future years. These monies are reflected as a creditor balance on the Balance Sheet.

Management Commentary 2018/19 (continued)

Performance Review 2018/2019

The Clyde Valley councils continue to monitor the benefits and outcomes they achieve through their involvement in the project on an ongoing basis. As the project's stability is maintained and the achievements are considered each year, the collaborative approach to learning and development continues to demonstrate added value to the Member Councils.

In the financial year 2018/2019, benefits have been realised through making cost savings and developing best practice in the following areas:

- ◆ Ongoing contracts achieved through joint procurement
- ◆ E-Learning development, improvements and content sharing
- ◆ Savings in delivery of Scottish Vocational Qualifications
- ◆ Learning and training for Social Care
- ◆ Food hygiene online training and award
- ◆ Promoting Positive Behaviour
- ◆ Accredited Front Line Management training (CMI)

In addition to the recurring benefits identified by the Members, it is clear that the established infrastructure, culture and practice prevalent within the Clyde Valley Project, promotes and facilitates countless opportunities for networking, exploring new opportunities and sharing best practice.

The Project remains a source of interest for other organisations seeking to participate in Clyde Valley activities. Historically this has been demonstrated through the admission of Associate Members to the Group, resulting in an increased network for sharing best practice and for delivery of benefits further afield.

In addition, the recognition of the strategic significance and contribution to the project from the Social Care Group has resulted in this group taking on a shared governance role along with the project Steering Group. This approach reflects the scope of influence of each dimension of the project as well as the resourcing implications of delivering the Project's programmes.

Due to the operational success of the project and consequent number of additional organisations wishing to participate, it was agreed that a review of the current funding structure should take place, with the new fee structure being introduced in 2019/2020.

Following an evaluation of a number of options, a new three tier fee structure has been agreed which will reflect the level of participation by each of the members. The 2 new tiers – Participating and Procurement Membership will complement the existing Full Membership category. The evident benefits on offer has resulted in a healthy update in membership for all three categories.

The Project's membership going into 2019/2020 currently stands at:-

- 6 Full Members
- 11 Participating Members
- 2 Procurement Members

This will result in sustainable income which supports a contribution to running costs for South Lanarkshire Council as lead authority, (£0.059m) and also provides a modest project fund of £0.032m for specific project activities incurring costs. The allocation and disbursement of this fund will be managed by consensus between the Project Steering Group and the Social Care Group.

Projects already under consideration include the evaluation of the Promoting Positive Behaviour (PPB) Programme, a Continuous Professional Development (CPD) event for PPB practitioners and development sprints to add additional functionality to the Clyde Valley Learning Management System (Brightwave).

Existing Programmes

During this year the emphasis has continued to focus on consolidation of activities carried out by the Group. Again these were primarily focused on the most active aspects of the Group's work, such as e-learning and Promoting Positive Behaviour.

In August 2018, the existing contract for the provision of an e-learning management system (LMS) reached the end of its four year cycle. The majority of Full and Associate Members opted to trigger the contract extension for a further three years. In addition to the continued sharing and development of content, a more modern platform has also been widely introduced to reflect the changing needs of learners across the membership.

Existing contracts have been maintained for accessing online portfolios for the delivery of SVQs, and there is now a widespread uptake of the Royal Environmental Health Institute of Scotland (REHIS)/Clyde Valley Joint Award in introductory food hygiene. The Clyde Valley's Chartered Management Institution (CMI) accredited centre for the delivery of Front Line Management continues to thrive and is used by six Councils.

Other examples of Clyde Valley activities undertaken this year include the following:

Development of e-learning:

This workstream remains at the centre of the Clyde Valley Project work. A new workplan was identified by the e-learning Group and approved by the Steering Group. This workplan will be the focus of the agenda for the newly constituted group over the next year. The delivery of the workplan has been allocated to separate working groups in order to encourage greater participation and allow each work stream to develop simultaneously. The activity and participation in this Group reflects the new membership structure with both Full and Participating members working as equal partners.

The bi-monthly meetings of the Group continue to be well attended with an average of 12 councils meeting on a regular basis, either in person, via conference call or by online virtual meeting. This remains a powerful forum for problem solving, developing and sharing new skills and techniques and for managing the ongoing improvements to the Brightwave product set (known as sprints).

Promoting Positive Behaviour (PPB)

Both the governance structure and the PPB programme itself is firmly established within the core group of Clyde Valley Councils. The programme is jointly owned and governed by the original eight full member councils who are the signatories of the PPB Minute of Agreement.

As the eight councils are now actively delivering programmes the emphasis has turned to building internal capacity for the programme to remain sustainable in the future. Each council has been asked to nominate additional Principal Trainers as part of this process to manage continued and increasing demand.

The potential to access the PPB programme has been instrumental in driving the decision of Participating Members to retain membership and it is anticipated that the ongoing discussions with Falkirk, City of Edinburgh and Dundee City Councils will lead to the establishment of further programmes in some or all of these councils in the coming year.

Financial Performance

The Comprehensive Income and Expenditure Statement and its accompanying notes and statements summarise the costs and sources of funding in carrying out the Committee's activities.

For 2018/2019, the Revenue Expenditure results for the Committee are shown on page 10 – an underspend position (£0.002m) on the Comprehensive Income and Expenditure Statement which will be carried forward into 2019/2020.

Support expenses of £0.028m were paid to South Lanarkshire Council. The majority of the remainder of the Project's expenditure is incurred in respect of Training Costs incurred on behalf of Member Councils (£0.025m, 45.45%). This is a minor decrease of £0.006m from 2017/2018. The training costs relate to accredited management training which is provided to employees across Member Councils by the Chartered Management Institute, and annual City and Guilds subscriptions. These costs are incurred by Clyde Valley and recharged to individual Member Councils at the end of the financial year. Costs associated with other streams of Clyde Valley activity are incurred directly by individual authorities.

The Committee's income is mainly made up of contributions from Member Councils. There is a small amount of funding remaining from the Scottish Government (via South Lanarkshire Council) who contributed to the start-up costs of the project. This contribution totalled £0.560m in 2007/2008 and the unutilised balance, along with underspends in the years 2014/2015 to 2017/2018 has been carried forward into 2018/2019 as a Creditor (£0.012m). The underspend of £0.002m for 2018/2019 will be added to this Creditor balance and these monies will be used for future progress on the project.

This reflects the practical arrangement that exists between the Joint Committee and South Lanarkshire Council where the Council's Loans Fund lends or borrows according to the required cash flow and activities of the Committee.

The Statement of Accounting Policies has been included which details the policies implemented when compiling and presenting the Comprehensive Income and Expenditure Account, Balance Sheet and related statements. The accounting policies are those recommended by the Code of Practice on Local Authority Accounting in the United Kingdom, as supported by the International Financial Reporting Standards.

The Statement of Responsibilities advises that the Head of Finance for South Lanarkshire Council is the designated Treasurer to the Committee and is responsible for the proper administration of the Committee's financial affairs. Full details of the Treasurer's responsibilities are included in the statement.

Outlook

The Clyde Valley Learning and Development Group continue to seek out opportunities to deliver innovation in learning and development through collaborative working. Although the work remains extremely challenging in the context of significant savings target for all, the outcomes achieved are still demonstrably adding value to Member Councils.

The introduction of the new funding model has been positively received and the challenge for the future will be to maintain the high standards of delivery and innovation through partnership working which will encourage retained membership from all three categories of membership.

The new governance and management structure being shared between the Steering Group and the Social Care Group has generated a renewed enthusiasm to continue and develop the Project's work and to share best practice. The goodwill, time and resources allocated to the work by members remains central to the success of the Project and shows every sign of being maintained over the coming year.

Although the funding from the Scottish Government has now come to an end, financial contributions from member Councils have been secured for 2019/2020, and as such the accounts have been prepared on a going concern basis.

Jackie Taylor

Treasurer - Clyde Valley Learning and Development Joint Committee

10 June 2019

Annual Governance Statement

This statement sets out the framework within which the Joint Committee has proper arrangements for the governance of the Joint Committee's affairs, thereby facilitating the effective exercise of its functions, ensuring that appropriate arrangements are in place for the management of risk and appropriate systems of internal control are in place. While the Joint Committee's governance arrangements have not been consolidated in a formal Code of Corporate Governance, the Annual Governance Statement has been prepared within the context of the Joint Committee's governance framework and meets legislative requirements to include the Annual Governance Statement within the Annual Accounts.

Scope of Responsibility

In delivering its aims and objectives, the Joint Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. The Joint Committee also has a statutory duty to make arrangements to secure best value under the Local Government in Scotland Act 2003. In discharging this responsibility, the Joint Committee's elected members and senior officers are responsible for putting in place proper arrangements for its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

Governance Framework

The Joint Committee operates a system of internal control designed to manage risk to a reasonable level. Internal controls cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable assurance and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Joint Committee's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised.

The main features of our governance arrangements are:

- All full member Councils continue to be represented on the Joint Committee.
- The scheme of delegation, terms of reference, standing orders, financial regulations and stakeholder roles and responsibilities defined in 2007/2008 remain in place, and have been reviewed for relevance and to determine if they are still appropriate.
- Meetings of the Joint Committee are held three times a year chaired by the elected Convener of the Joint Committee. For 2018/2019, this was Councillor Katy Loudon (South Lanarkshire Council).
- Scheme of delegation allows for Clyde Valley Implementation Steering Group to manage, direct and prioritise the work programme.
- Minute of agreement has been produced and signed by each of the participating Councils, with a revised Minute of Agreement drafted to reflect the changes in membership and fee structure for 2019/2020.
- Effective risk management arrangements are embedded within the Member Councils.

The system of internal controls is based on a framework of regular management information, financial regulations, administrative procedures, management and supervision and a system of delegation and accountability.

These arrangements follow the systems of financial management in place within the lead authority, South Lanarkshire Council and are subject to the relevant controls in place which are reviewed by Internal/External Audit through a programme of audit work.

The system includes:

- Centralised invoicing and re-charging administered through South Lanarkshire Council.
- Financial Management arrangements through South Lanarkshire Council's FMS Ledger system supported by Financial Regulations.
- Risks are identified and managed by the Project Manager on an ongoing basis.
- Preparation of financial reports that compare actual expenditure and income against budgets.

Statement on the Role of the Chief Financial Officer

CIPFA published the statement on the role of the Chief Financial Officer in 2010 and under the Code, the Joint Committee is required to state whether it complies with the statement, and if not, to explain how their governance arrangements deliver the same impact.

The Joint Committee's financial management arrangements comply with the principles set out in CIPFA's statement on the Role of the Chief Financial Officer.

Continuous Improvement

As the work of the Clyde Valley Learning and Development Joint Committee develops, I am aware of our governance duties and will continue my commitment to transparency and openness in our governance arrangements. No issues have been identified during 2018/2019 and I will continue to review these as appropriate during 2019/2020.

Assurance

The system of internal control can provide only reasonable and not absolute assurance that assets are safeguarded, that transactions are properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

It is my view that in the twelfth year of the Clyde Valley Learning and Development Joint Committee (financial year 2018/2019), reasonable assurance can be placed on the adequacy and effectiveness of the Committee's framework of governance, risk management and control arrangements.

Jackie Taylor

Treasurer - Clyde Valley Learning and Development Joint Committee

10 June 2019

Movement in Reserves Statement

The Movement in Reserves Statement shows the movement in the year on the different reserves held by the Joint Committee, analysed into useable reserves and other reserves. This gives a summary of the changes that have taken place in the funding section of the Balance Sheet over the financial year.

A statement of Movement in Reserves has not been included as there is no movement in the funding section of the balance sheet and the General Fund balance for year ended 31 March 2019 is zero.

Comprehensive Income and Expenditure Statement For the Year Ended 31 March 2019

The Comprehensive Income and Expenditure Statement gives a summary of resources generated and consumed by the Joint Committee in the year.

2017/18		2018/19	
£000		£000	Notes
28	Payment to South Lanarkshire Council	28	
31	Training Costs for Member Councils	25	
2	Payments to Other Bodies	2	1
<hr/>		<hr/>	
61	Total Expenditure	55	
<hr/> (62)	Income	<hr/> (57)	
(1)	(Surplus) / Deficit on Provision of Service	(2)	
<hr/> (1)	Total Comprehensive Income and Expenditure	<hr/> (2)	
<hr/> 1	Transfer of Surplus to Creditors	<hr/> 2	
<hr/> 0		<hr/> 0	

Balance Sheet as at 31 March 2019

The Balance Sheet summaries the assets and liabilities of the Joint Committee at the Balance Sheet date.

31 March 2018 £000		31 March 2019 £000	Notes
	<u>Current Assets</u>		
0	Debtors	0	
41	Short Term Investments	72	2
41	Total Current Assets	72	
	<u>Current Liabilities</u>		
(41)	Creditors	(72)	3
0	Net Current Assets	0	
	<u>Represented By :</u>		
0	General Fund Balance	0	
0		0	

The notes on pages 13-15 form part of the financial statements.

The unaudited accounts were approved for issue by the Treasurer on 10 June 2019.

Jackie Taylor
Treasurer – Clyde Valley Learning and Development Joint Committee
10 June 2019

Cash Flow Statement
For the year ended 31 March 2019

The Cash Flow Statement shows the changes in cash and cash equivalents held by the Clyde Valley Learning and Development Joint Committee during the reporting year. The statement shows how the Joint Committee generates and uses cash and cash equivalents by classifying cash flows as operating and investing activities.

2017/18		2018/19
£000		£000
0	Net (surplus) on the provision of services after year end transfer	0
(1)	Adjust net surplus or deficit on the provision of services for non cash movements	(31)
(1)	Net cash flows from Operating Activities	(31)
1	Investing Activities (note below)	31
0	Net increase or decrease in cash and cash equivalents	0
0	Cash and cash equivalents at the beginning of the reporting year	0
0	Cash and cash equivalents at the end of the reporting year	0

Cash Flow Statement Note - Non Cash Movements

2017/18		2018/19
£000	Description	£000
0	Movement in Debtors	0
(1)	Movement in Creditors	(31)
(1)		(31)

Cash Flow Statement Note – Investing Activities

2017/18		2018/19
£000		£000
1	Purchase or (Sale) of short-term and long-term investments	31
1	Net cash flows generated from/(used in) investing activities	31

Notes to the Accounts

1 Auditors' Remuneration

The auditors' remuneration is included in the Payments to Other Bodies' expenditure.

	2018/19 £000	2017/18 £000
Auditors' Remuneration:		
Fees payable to Audit Scotland with regard to external audit services carried out by the appointed auditors	2	2
	<u>2</u>	<u>2</u>

Clyde Valley Learning and Development Joint Committee has incurred fees of £1,880 for the statutory inspection of the financial statements by Audit Scotland. The comparable figure for 2017/2018 was £1,820. Fees payable in respect of other services provided by the appointed auditor were £nil. (2017/2018: £nil)

2 Financial Instruments

The following category of financial instrument is carried in the balance sheet:

	31 March 2019 £000	31 March 2019 £000	31 March 2019 £000	31 March 2018 £000	31 March 2018 £000	31 March 2018 £000
	Long Term	Current	Total	Long Term	Current	Total
Investments	0	72	72	0	41	41
Loans and Receivables						
Total Investments	0	72	72	0	41	41

3 Creditors

The Creditors figure is analysed as follows:

	2018/19 £000	2017/18 £000
Training invoices	0	1
Audit fee	1	1
Prepaid Contributions from Local Authorities	57	27
Balance of Efficiency and Reform Monies held on behalf of constituent councils and the Training Project	5	5
Balance of funding held on behalf of constituent councils and the Training Project	9	7
	<u>72</u>	<u>41</u>

4 Related Parties

The Clyde Valley Learning and Development Joint Committee is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Joint Committee. Disclosure of these transactions allows readers to assess the extent to which the Joint Committee might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Joint Committee.

All transactions with Councils were entered into under the terms of the Joint Committee and, where appropriate, reported through the Joint Committee. During the year the Joint Committee transacted with the following Councils:

	Receipts 2018/19 £000	Payments 2018/19 £000	Receipts 2017/18 £000	Payments 2017/18 £000
South Lanarkshire Council	7	28	12	28
East Dunbartonshire Council	3	0	3	0
East Renfrewshire Council	5	0	5	0
Glasgow City Council	6	0	6	0
Inverclyde Council	3	0	3	0
North Lanarkshire Council	9	0	11	0
Renfrewshire Council	13	0	10	0
West Dunbartonshire	7	0	7	0
Total	53	28	57	28

At the year end the Joint Committee held Short Term Investments and creditor balances with the Local Authorities detailed below:

	Short Term Investment Balances 2018/19 £000	Creditors Balances 2018/19 £000	Short Term Investment Balances 2017/18 £000	Creditors Balances 2017/18 £000
South Lanarkshire Council	72	15	41	13
East Dunbartonshire	0	0	0	3
East Renfrewshire Council	0	0	0	3
Glasgow City Council	0	10	0	5
Inverclyde Council	0	0	0	3
North Lanarkshire Council	0	10	0	5
Renfrewshire Council	0	7	0	5
West Dunbartonshire	0	0	0	3
Total	72	42	41	40

5 Financing and Management of Liquid Resources

Liquid Resources are held by South Lanarkshire Council as lead authority and are available to Clyde Valley Learning and Development Joint Committee as required.

6 Remuneration Report

The Local Authority Accounts (Scotland) Amendment Regulations 2011 require local authorities in Scotland to prepare a Remuneration Report as part of the Financial Statements.

In accordance with the Regulations, and the relevant definition of individuals that are to be disclosed in this report, Clyde Valley Learning and Development Joint Committee has no employees that require to be disclosed.

Clyde Valley Learning and Development Joint Committee makes no payment of salary, allowances or pension contributions to any of the Councillors who are appointed as members of the Joint Committee.

7 Date of Signing of the Accounts

The unaudited accounts were authorised for issue on 10 June 2019, by the Treasurer to the Clyde Valley Learning and Development Joint Committee.

8 Post Balance Sheet Events

No events occurred between 1 April 2019 and 10 June 2019 that would have an impact on the 2018/2019 financial statements. The later date is the date on which the unaudited accounts were authorised for issue by the Treasurer to the Clyde Valley Learning and Development Joint Committee.

9 Going Concern

The accounts have been prepared on the going concern basis on the basis that funding from Local Authorities has been received for 2019/2020.

Statement of Accounting Policies

(a) General

The general policies adopted in compiling and presenting the financial statements are those required by the Local Authority Accounts (Scotland) Regulations 2014, section 12 of the Local Government in Scotland Act 2003, requires they be prepared in accordance with proper accounting practices. These practices primarily comprise Code of Practice on Local Authority in the United Kingdom 2018/2019, issued jointly by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Local Authority (Scotland) Accounts Advisory Committee (LASAAC), supported by International Financial Reporting Standards (IFRS). There are no significant departures from those recommendations.

The accounts have been prepared under the historic cost convention and accounting policies have been applied consistently.

(b) Accruals basis

The Comprehensive Income and Expenditure Statement is compiled on an accruals basis. Income and expenditure activities are accounted for in the year which they take place, not simply when payments are made or received. Where services have been provided but the income not received by end 31 March 2019 or services have been received but not paid for by end 31 March 2019, then the income and expenditure account has been amended to reflect the outstanding amounts and a debtor or creditor for the relevant amount is recorded in the balance sheet.

(c) Debtors and Creditors

All specific and material sums payable to and paid by the Clyde Valley Learning and Development Joint Committee have been brought into account.

(d) Allocation of Support Expenses

The allocation of Support Expenses is the cost of those South Lanarkshire employees who provide a direct service to the Clyde Valley Learning and Development Joint Committee. The individual support department is Personnel Services where employees are directly involved in the operations of the Clyde Valley Learning and Development Joint Committee. The recharge is made on a consistent basis.

(e) Borrowing Facilities

The Clyde Valley Learning and Development Joint Committee is a separate legal entity and has South Lanarkshire Council as its lead authority. The loans' fund of South Lanarkshire Council acts as banker to the Joint Committee and consequently lends or borrows according to the required cash flow and activities of the Joint Committee.

(f) Financial Instruments

For investments due within 12 months, prevailing benchmark rates have been used to provide the fair value. Where an instrument has a maturity of less than 12 months the fair value is taken to be the principal outstanding. Creditors due within 12 months are not classed as a financial instrument.

Statement of Responsibilities for the Annual Accounts

The Clyde Valley Learning and Development Joint Committee's responsibilities

The Clyde Valley Learning and Development Joint Committee is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Committee, that officer is the Treasurer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- approve the Annual Accounts for signature

Signed on behalf of Clyde Valley Learning and Development Joint Committee

Chair - Clyde Valley Learning and Development Joint Committee

The Treasurer's responsibilities

The Treasurer is responsible for the preparation of the Clyde Valley Learning and Development Joint Committee's Annual Accounts in accordance with proper practices set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code).

In preparing the Annual Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the local authority Code.

The Treasurer has also:

- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the Annual Accounts give a true and fair view of the financial position of the Joint Committee at 31 March 2019 and its income and expenditure for the year ended 31 March 2019

Jackie Taylor

Treasurer – Clyde Valley Learning and Development Joint Committee

10 June 2019

Audit Arrangements

Under arrangements approved by the Commission for Local Authority Accounts in Scotland ("The Accounts Commission"), the auditor with overall responsibility for the audit of the accounts of the Clyde Valley Learning and Development Project – Joint Committee for the year ended 31 March 2019 is:

Audit Scotland
4th Floor,
102 West Port
Edinburgh
EH3 9DN

Glossary of Terms

Much of the terminology used in this Report is intended to be self-explanatory, however, the following additional definition and interpretation of terms used may be helpful:

1. Borrowing Facilities and Temporary Interest on Revenue Balances

The loans fund of South Lanarkshire Council lends or borrows according to the cash flow of the Clyde Valley Learning and Development Joint Committee. This temporary interest credited / debited to the Clyde Valley Learning and Development Joint Committee's Income and Expenditure Account reflects the interest earned or charged to the Committee for funds lent to or borrowed from the loans fund of South Lanarkshire Council.

2018/2019 Clyde Valley Learning and Development Joint Committee Members

Council

East Dunbartonshire Council
East Renfrewshire Council
Glasgow City Council
Inverclyde Council
North Lanarkshire Council
Renfrewshire Council
South Lanarkshire Council
West Dunbartonshire Council

Member

Councillor Jim Gibbons (Vice Convener)
Councillor Colm Merrick
Councillor Richard Bell
Councillor Martin Brennan
Councillor Angela Campbell
Councillor Jim Paterson
Councillor Katy Loudon (Convener)
Councillor Karen Conaghan

2019/2020 Clyde Valley Learning and Development Joint Committee Members

Council

East Renfrewshire Council
Glasgow City Council
Inverclyde Council
North Lanarkshire Council
Renfrewshire Council
South Lanarkshire Council

Member

Councillor Colm Merrick
Councillor Richard Bell
Councillor Martin Brennan
Councillor Angela Campbell
Councillor Jim Paterson
Councillor Katy Loudon (Convener)

Report

7

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	10 June 2019
Report by:	Chair of Clyde Valley Learning and Development Project Steering Group

Subject:	Update on the Revised Minute of Agreement for the Clyde Valley Learning and Development Project
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval of the final draft Minute of Agreement, attached as Appendix 1 to this report, which takes into account the feedback received from consultation with the Full Member Councils
- ◆ request that the Head of Administration and Legal Services, South Lanarkshire Council, be authorised to circulate the Minute of Agreement to Full Member Councils for signing

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that the terms of the draft Minute of Agreement, amended as per the changes detailed at paragraph 4.2 and attached as Appendix 1 to the report, be approved; and
- (2) that the Head of Administration and Legal Services, South Lanarkshire Council, be authorised to circulate the Minute of Agreement to Full Member Councils for signing.

3. Background

- 3.1. Following the establishment of the Clyde Valley Learning and Development Project in 2007, a legal agreement in the form of a Minute of Agreement was drawn up and signed by the eight Full Member Councils in 2008. The agreement covered the terms of the Scottish Government grant provided as start-up funding for the Project, as well as setting out certain terms and conditions which would apply in the delivery of the Project. The agreement was legally binding on the Full Member Councils.
- 3.2. Many of the fundamental aspects of the Project, as set out in the 2008 document, are no longer relevant or applicable and therefore do not accurately reflect the current mode of delivery, terms and conditions of membership or relevant legislation which applies.

- 3.3. Following discussions with the Project Manager, a revised draft legal agreement was prepared by South Lanarkshire Council's Administration and Legal Services taking into consideration the above changes.
- 3.4. The draft agreement was approved by the Joint Committee at its meeting held on 10 December 2018, subject to the condition that it be distributed to the Full Members for consultation on proposed amendments and clarifications.
- 3.5. It was agreed that, in the event that amendments were required to the Minute of Agreement, a further report would be submitted to a future meeting of the Joint Committee requesting approval of the amended Minute of Agreement prior to it being issued for signing.

4. Current Position

- 4.1. Following the Joint Committee meeting on 10 December 2018, the draft agreement was sent out to the Full Member Councils for consideration. Feedback was requested to ensure that the agreement was clear, concise, robust and fully reflected the revised membership structure.
- 4.2. A summary of the amendments made to the Minute of Agreement following receipt of responses from Member Councils is as follows:-
 - ◆ a revision of the named members under each category of membership for the year 2019/2020
 - ◆ a redefined description of the Project, taking into consideration the changes to the funding and structure which have been recently introduced, and which differ from the original bid for funding at the Project's inception
 - ◆ terms were introduced governing the Lead Authority which define the circumstances and notice period required should the Lead Authority wish to withdraw from the Project
- 4.3. It is proposed that the amended Minute of Agreement, attached as Appendix 1 to the report, be approved and circulated to Member Councils for signing.

5. Employee Implications

- 5.1. There are no specific employee implications outlined in this report.

6. Financial Implications

- 6.1. There are no current financial costs in relation to the drafting and conclusion of the revised legal agreement.

7. Other Implications

- 7.1. The risk to the Project is that it will not have an appropriate legal agreement which reflects the new arrangements if the revised Minute of Agreement is not approved and signed by the Full Member Councils.
- 7.2. There are no implications for sustainability in terms of the information contained within this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. There is no change to policy therefore no impact assessment is required at this stage.
- 8.2. Consultation has taken place with South Lanarkshire Council's Legal Services in order to take the correct advice and legal opinion in relation to this matter. Following this process a round of consultation took place with representatives from Legal Services in all Full Member Councils, as described in this paper.

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Steering Group

14 May 2019

Previous References

- ♦ 1 September 2008 – Minute of Agreement
- ♦ 10 December 2018 – Revised Minute of Agreement for the Clyde Valley Learning and Development Project

List of Background Papers

- ♦ Clyde Valley EGF Training Bid
- ♦ NBSS Clyde Valley Consortium Submission November 2006
- ♦ NBSS Clyde Valley Consortium – Secondary Paper December 2006

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Hazel Lawson, Legal Services Manager, South Lanarkshire Council

Ext: 4559 (Tel: 01698 454559)

E-mail: hazel.lawson@southlanarkshire.gov.uk

or

Gerry Farrell, Project Manager, Clyde Valley Learning and Development Group

Ext: 4240 (Tel: 01698 454240)

E-mail: gerry.farrell@southlanarkshire.gov.uk

MINUTE OF AGREEMENT

between

[SOUTH LANARKSHIRE COUNCIL, EAST RENFREWSHIRE COUNCIL, GLASGOW CITY COUNCIL, INVERCLYDE COUNCIL, NORTH LANARKSHIRE COUNCIL and RENFREWSHIRE COUNCIL] all incorporated under the Local Government etc. (Scotland) Act 1994 (all hereinafter referred to as “the Member Authorities”)

Subject: Clyde Valley Learning and Development Project

Head of Legal Services
South Lanarkshire Council
Administration and Legal Services
11th Floor
Almada Street
HAMILTON
ML3 0AA

Ref: HL/CPPL-17449

FAS No: 2089

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- 5. Support Service**
- 6. Delivery and Operation of the Clyde Valley Learning and Development Project**
- 7. Budget and Contributions**
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- 9. Services To Third Parties**
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Schedule Part 1 – Lead Authority’s Responsibilities

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Schedule Part 4 – Membership Benefits and Contributions

Schedule Part 5 – Confidential Information

MINUTE OF AGREEMENT

between

SOUTH LANARKSHIRE COUNCIL

and

**EAST RENFREWSHIRE COUNCIL,
GLASGOW CITY COUNCIL, INVERCLYDE
COUNCIL, NORTH LANARKSHIRE COUNCIL
and RENFREWSHIRE COUNCIL** all as
incorporated under the Local Government etc.
(Scotland) Act 1994 (all hereinafter referred to
as “the Member Authorities”)

WHEREAS the Member Authorities have formed the Clyde Valley Learning and Development Joint Committee constituted under Section 57 of the Local Government (Scotland) Act 1973.

NOW THEREFORE it is hereby agreed as follows:-

1. DEFINITIONS and INTERPRETATIONS

The following expressions shall have the meanings respectively ascribed thereto.

“Accounting Officer” means the Executive Director (Finance and Corporate Resources) of South Lanarkshire Council or his/her nominee.

“Clerk to the Joint Committee” means the Executive Director (Finance and Corporate Resources) of South Lanarkshire Council or his/her nominee.

“Confidential Information” means the information listed as Confidential Information in Part 5 of the Schedule.

“Contribution Payment” means the sum payable in terms of this Agreement by each Member towards the cost of administrative and other support to the Joint Committee and to the Project, including but not limited to the costs of staff secondment, insurance indemnities and IT accommodation costs as more particularly set out in the Schedule Part 4.

“Environmental Information Regulations” means the Environmental Information (Scotland) Regulations 2004.

“Financial Year” means any period of one year starting on 01 April in that year and ending on 31 March in the following year.

“FOISA” means the Freedom of Information (Scotland) Act 2002 and any subordinate legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Scottish Government or the Scottish Information Commissioner in relation to such legislation.

“Full Member” means South Lanarkshire Council, East Renfrewshire Council, Glasgow City Council, Inverclyde Council, North Lanarkshire Council, Renfrewshire Council and any other person who the Joint Committee agree to admit as a Full Member.

“Joint Committee” means the Committee established by the Full Members to regulate the delivery of the Project as set out in Clause 3 of this Agreement, and whose powers are as set out in this Agreement.

“Lead Authority” means South Lanarkshire Council.

“Member” means all or any of the Full Members, Participating Members and Procurement Members as the context may require.

“Participating Members” means Angus Council, Argyle and Bute Council, City of Edinburgh Council, Clackmannanshire Council, Dundee City Council, East Dunbartonshire Council, Falkirk Council, Orkney Council, Perth and Kinross Council, Scottish Borders Council, West Dunbartonshire Council or any other person who the Joint Committee agree to admit as a Participating Member.

“Procurement Members” means Dumfries and Galloway Council, East Lothian Council or any other person who the Joint Committee agree to admit as Procurement Members.

“Project” means the Clyde Valley Learning and Development Project; that is, the combined activities designated by the Steering Group and/or the Social Care Group to deliver efficiencies, savings, best practice and collaboration to the employees of the Member Councils in the field of Learning and Development.

“Project Manager” means the Officer appointed by the Lead Authority and endorsed by the Joint Committee as having overall responsibility for the day to day operation of the Clyde Valley Learning and Development Project.

“Requests for Information” means any apparent request for information under FOISA, or the Environmental Information Regulations.

“Schedule” means the Schedule in 5 Parts annexed as relative to this Agreement.

Interpretation

The interpretation and construction of this Agreement shall be subject to the following provisions:-

- (a) References to any statute, law, order, regulation or other similar instrument shall be construed as a reference to the statute, law, order, regulation or instrument as subsequently amended or re-enacted;
- (b) References to the singular include the plural and *vice versa* unless the context otherwise requires;
- (c) Clause headings and sub headings are for reference purposes only and shall not affect the construction of anything in the Agreement. Reference to a Clause is a reference to the whole of that Clause unless stated otherwise;
- (d) Reference to any person all include natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assignees or transferees;
- (e) The words “include”, “includes” and “including” are to be construed as if they were immediately followed by the words “without limitation” and

- (f) The provisions of the Interpretation Act 1978 with respect to interpretation and construction shall apply to this Agreement.

2. COMMENCEMENT AND DURATION

- 2.1 This Agreement will commence on 10 June 2019 notwithstanding the date or dates of signing hereof and supersedes the previous Minute of Agreement between the Member Authorities dated 7 October 2008 and subsequent dates.
- 2.2 Each Member's membership of the Joint Committee shall subsist unless and until terminated in accordance with any of the provisions of Clause 12.
- 2.3 The Joint Committee shall subsist unless and until terminated in accordance with any of the provisions of Clause 12.

3. JOINT COMMITTEE

- 3.1 The Joint Committee has been established for the purpose of regulating the delivery of the Project by maintaining a strategic overview and monitoring the learning and development functions of the Members.
- 3.2 Each Full Member shall appoint one of their Councillors to be their representative on the Joint Committee.
- 3.3 Each Full Member may appoint a substitute representative to attend meetings of the Joint Committee in the absence of the appointed Councillor which substitute representative shall also be a Councillor.
- 3.4 Each of the Full Members shall be entitled to replace its representative on the Joint Committee at any time or times by notifying the Clerk to the Joint Committee to that effect.
- 3.5 At meetings of the Joint Committee only Full Members in attendance shall be entitled to vote.
- 3.6 The Convener of the Joint Committee shall be an elected representative appointed by the Lead Authority from time to time. A Vice Convener shall be appointed by the Joint Committee following each Scottish Local Government Election or at any other time as may be required.
- 3.7 Each Full Member shall delegate to the Joint Committee their powers to regulate the provision of the Project through the strategic overview and monitoring of the business plan and operation of the Project.
- 3.8 The Joint Committee adopted, at their meeting on Sixteenth October, Two thousand and seven, Standing Orders relating to proceedings at their meetings and at the meetings of any Sub-Committee and these shall apply to the proceeding of the Joint Committee throughout the period of this Agreement subject to any amendments to or replacement thereof as the Joint Committee may determine.

4. STEERING, SOCIAL CARE GROUPS AND PROJECT MANAGER

- 4.1 There shall be a Steering Group comprising officer representatives of the Lead Authority and Full Members which shall oversee the operational work of the Project (save in respect of health and social care issues) and shall have the roles and responsibilities set out in the Schedule Part 3 paragraph 1.
- 4.2 There shall also be a Social Care Group comprising officer representatives of the Lead Authority and Full Members which shall oversee health and social care issues relating to the Project and shall have the roles and responsibilities set out in the Schedule Part 3 paragraph 2.
- 4.3 The Project Manager shall be accountable through the Steering Group to the Joint Committee for the performance of the Clyde Valley Learning and Development Project and for the successful delivery of that Project in terms of the agreed priorities shall have the roles and responsibilities set out in the Schedule Part 3 paragraph 3.

5. SUPPORT SERVICES

- 5.1 Staff may be seconded from the Full Members to the Lead Authority to enable the Project to be delivered as agreed from time to time by the Full Members or any officer to whom such authority has been delegated.
- 5.2 All professional and administrative support for the Joint Committee, the Project Manager and the Project Group will be provided by the Lead Authority.

6. DELIVERY AND OPERATION OF THE CLYDE VALLEY LEARNING AND DEVELOPMENT PROJECT

- 6.1 Except as specifically provided for in this Minute of Agreement, the Joint Committee shall regulate the operation of the Project and set the key performance standards to be met.
- 6.2 Members may arrange to contract for the services delivered by the Project outwith the Project and nothing in this Minute of Agreement shall require a Member to breach or replicate an existing contract for the supply of such a service.
- 6.3 The Lead Authority's Standing Orders and Financial Regulations as amended from time to time shall apply to all tendering procedures and contracts negotiated by the Lead Authority on behalf of the Members in relation to the Project. The Lead Authority shall comply with all necessary legislation and any other relevant source of law when tendering contracts on behalf of the Members.
- 6.4 Members shall be entitled to the benefits and accept the responsibilities specified in the Schedule Part 4 according to their particular type of Membership i.e. Full, Participating or Procurement.
- 6.5 Members undertake to provide such information within such timescales as is reasonably required by the Project Manager to enable the Project to undertake its activities.

- 6.6 Failure by a Member to provide such information referred to in Clause 6.5 above may result in the Project Manager reporting to the Steering Group and the Steering Group may ask the Joint Committee to:-
- (a) Exclude that Member from participating in the Project; and/or
 - (b) Exclude that Member from receiving benefits applicable to their Membership; and/ or
 - (c) Recover from that Member any additional costs incurred or losses suffered by the Project arising from that Member's failure.

7. BUDGET AND CONTRIBUTIONS

- 7.1 The Joint Committee shall prior to thirty first December in each Financial Year approve a budget for the forthcoming Financial Year in accordance with Paragraph 1.5 of Part 2 of the Schedule.
- 7.2 Once the budget has been approved the Lead Authority shall invoice Members for their Contribution Payment for the following Financial Year. Members must make payment of their Contribution prior to the start of the next Financial Year.
- 7.3 The Accounting Officer for the Project shall prepare the annual financial statements and accounts of the Project to the Thirty first March in each year and submit them to the Joint Committee no later than Thirty first August following. Any surplus occurring at the end of any Financial Year shall be used as decided by the Joint Committee.

8. DEFAULT IN PAYMENTS

- 8.1 In the event that any Member fails to make any payment due under this Agreement within 28 days of the day on which payment is demanded interest will run thereon from the day following the date upon which the money became due and payable until paid at a rate of 2% per annum above the base rate of the Royal Bank of Scotland plc or such bank as the Accounting Officer may from time to time notify to the Member Authorities.
- 8.2 Where a Member fails to pay its Contribution Payment by 30 June in the Financial Year in which it is due it will cease to be entitled to receive the benefits applicable to its membership unless otherwise decided by the Lead Authority.
- 8.3 The Lead Authority shall have the discretion, but shall not be bound, to accept any Contribution Payment by a Member after 30 June and allow that Member to continue to participate in the Project subject to any conditions as the Lead Authority shall consider appropriate.
- 8.4 For the avoidance of doubt where in terms of this Clause a Member loses its entitlement to participate in the Project or any contract arranged by the Project that Member Authority remains liable to perform its obligations under this Minute of Agreement and in particular remains liable for payment of its Contribution Payment and any losses, costs, expenses or other outstanding payments due. The Lead Authority shall on its own behalf and on behalf of the Members individually have the power to recover any outstanding sums due to them from a defaulting Member

9. SERVICES TO THIRD PARTIES

- 9.1 The Steering Group and/or the Social Care Group may allow any person who is not a Member (as permitted under the Local Authorities (Goods and Services) Act 1970 or other relevant legislation) to utilise all or some of the services of the Project on such terms and conditions as are stipulated by the Steering Group or Social Care Group as the case may be and approved by the Joint Committee.

10. ADDITIONAL PARTIES

- 10.1 The Joint Committee may agree to allow any person or organisation to attend the Joint Committee in an advisory capacity where such attendance is considered appropriate. For the avoidance of doubt any such person or organisation will have no voting rights.

11. INDEMNITY AND INSURANCE

- 11.1 Where the Project Manager and his/her staff are acting on behalf of all or some of the Members those Members shall jointly indemnify the Lead Authority in proportion to their Contribution percentage against any liability for loss, damage or injury arising from the provision of said services.
- 11.2 Where the Project Manager and his/her staff are acting on behalf of a single Member that Member shall indemnify the Lead Authority against any liability for loss, damage or injury arising from the provision of said services. The sum due to the Lead Authority will be paid on demand where only one Member is involved.

12. TERMINATION

- 12.1 Members shall require to give at least six months prior written notice of their intention to withdraw from the Project such notice to expire no earlier than the start of the next Financial Year and be sent to the Clerk to the Joint Committee. Any such notice shall be acknowledged by the Clerk to the Joint Committee who will advise the Project Manager that such a Notice has been received. However the Joint Committee shall be entitled to allow a Member to cancel a notice of withdrawal at any time. Should the Lead Authority decide that it no longer wishes to act as Lead Authority but wishes to continue as a Member (of whatever type) it shall similarly require to give at least six months prior notice of the same to the Clerk to the Joint Committee.
- 12.2 This Agreement will cease and the Joint Committee cease to exist in the event that the number of Full Members is less than five (5).
- 12.3 Where the Full Members resolve not to continue with the Joint Committee arrangement the Joint Committee shall ensure that a sufficient period of time is allowed for the Lead Authority to facilitate the orderly winding up of the Project. That will include the retention of sufficient seconded staff for the relevant period to enable the Project to be properly wound up.
- 12.4 In the event that South Lanarkshire Council resolve not to continue to be the Lead Authority or to participate in the Joint Committee the Full Members shall on demand pay to South Lanarkshire Council all costs, expenses and outgoings whatsoever reasonably incurred as a result of their ceasing to provide all or any of the support services detailed in Schedule Part 2. For the avoidance of doubt any outstanding contributions or other payments in respect of training previously provided shall be paid on demand.
- 12.6 A Statement certifying the amount due to South Lanarkshire Council in terms of Paragraph 12.3 and 12.4 above signed by the Accounting Officer shall, unless until the contrary be proven, be deemed correct and thus binding the Full Members.

- 12.7 The Accounting Officer shall keep full and accurate accounts and records throughout the currency of this Agreement or any replacement thereof relating to the matter shown in each Statement and shall preserve all such accounts and records for a period of not less than three years following the end of the Financial Year to which they relate. The Full Members shall be entitled on giving reasonable prior notice to the Accounting Officer to inspect such accounts and records and for this purpose the Accounting Officer shall produce to the Full Members all relevant information or vouchers as the Full Members may reasonably request.

13. VARIATION

These terms and conditions may only be varied by execution of a Minute of Variation signed by the Full Members

14. INFORMATION SHARING

Nothing in this Condition shall prevent a Member from using any techniques, ideas or know-how gained during the performance of this Agreement in the course of its normal business, to the extent that this does not result in a disclosure of Confidential Information or an infringement of intellectual property rights.

15. FREEDOM OF INFORMATION

- 15.1 Each Member acknowledges that the other Members are subject to the requirements of FOISA and the Environmental Information Regulations and each Member shall assist and cooperate with the other (at their own expense) to enable the other Member to comply with these Information disclosure obligations.
- 15.2 Where a Member receives a Request for Information in relation to information which it is holding on behalf of the other Members arising out of or relating to this Agreement or the matters referred to herein, it shall:
- (a) Transfer the Request for Information to the other Member as soon as practicable after receipt and in any event within two Working Days of receiving a Request for Information;
 - (b) Provide the other Member with a copy of all information in its possession or power in the form that the other Member requires within five Working Days (or such other period as the Member may specify) of the Member requesting that information; and
 - (c) Provide all necessary assistance as reasonably requested by the Member to enable the Member to respond to a Request for Information within the time for compliance set out in section 10 of FOISA.
- 15.3 Where a Member receives a Request for Information which relates to this Agreement, it shall inform the Clerk to the Joint Committee of the Request for Information as soon as practicable after receipt and in any event within three working days of receiving a Request for Information.
- 15.4 If any Member determines that information (including Confidential Information) should be disclosed pursuant to Clause 15.2 it shall notify the Clerk to the Joint Committee of that decision at least two working days before disclosure.

- 15.5 Members reserve the right to disclose information contained within this Minute of Agreement and any supporting correspondence, notes etc. held by them in compliance with a Request for Information (the decisions of the Members in relation to the interpretation of FOISA and the Environmental Information Regulations, including, but not limited to whether
- an exemption or exception applies; or
 - if an exemption/exception applies, whether the public interest in giving out the information outweighs the public interest in holding back the information shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms and the Member shall not treat this disclosure of the information as a breach of this Agreement.
- 15.6 Each Member acknowledges that another Member may decide, acting in accordance with the Scottish Ministers' Code of Practice on the Discharge of Functions of Public Authorities under the Freedom of Information (Scotland) Act 2002, FOISA or the Environmental Information Regulations to disclose information:-
- (a) without consulting with the other Members; or
- (b) following consultation with the other Members and having taken its views into account.
- 15.7 Each Member acknowledges that any lists or schedules provided by it outlining Confidential Information, are of indicative value only and that another Member may nevertheless be obliged to disclose Confidential Information in accordance with Clause 15.6.

16. ASSIGNATION

No rights or obligations arising from this Minute of Agreement may be assigned by any of the Members except with the prior written consent of the Joint Committee.

17. LAW

This Agreement shall be construed in accordance with the Laws of Scotland and the subject to the exclusive jurisdiction of the Scottish Courts.

1. SCHEDULE PART 1 – LEAD AUTHORITY’S RESPONSIBILITIES

- 1.1 The Lead Authority shall provide all support services required by the Joint Committee including, but not restricted to:-
- Joint Committee Administration;
 - Finance and accounting;
 - Preparation of annual accounts and budgets;
 - Preparation for external audit;
 - Legal, indemnity and risk advice;
 - Procurement;
 - Project management;
 - Social Care development;
 - Billing and recharging (CMI, Learning Assistant, financial contributions); and
 - Steering Group and Social Care Group.
- 1.2 The Lead Authority will provide pay and personnel services for the Project Manager and any staff appointed/seconded to the Project.
- 1.3 The Lead Authority shall take out and maintain such insurance policies as it considers necessary in connection with its obligations under this Agreement.

SCHEDULE PART 2 – SUPPORT SERVICES

1. SUPPORT FOR THE JOINT COMMITTEE SERVICES

- 1.1 The Lead Authority shall supply to the Joint Committee such administrative and technical support as it may reasonably require to discharge its function.
- 1.2 The Clerk to the Joint Committee either alone or at the request of the Convener or Vice Convener of the Joint Committee or on the requisition of at least three of the whole number of Member Authorities shall have the power to call meetings of the Joint Committee.
- 1.3 The Clerk to the Joint Committee will have power to call upon the services of such other employees of the Lead Authority as are required to enable him or her to discharge his/her duties to the Joint Committee.
- 1.4 The Lead Authority shall make available to the Joint Committee such Committee rooms and Members accommodation as may be required to allow the Joint Committee to discharge its functions.
- 1.5 The Lead Authority shall agree a budget with the Joint Committee no later than 31 December for the forthcoming Financial Year. The agreed budget shall be apportioned between the Member Authorities in accordance with the Contribution Rate. Any additional services required by the Joint Committee not included in the budget shall after authorisation by the Joint Committee be invoiced to the Member Authorities in accordance with the Contribution Rate.

SCHEDULE PART 3 – GROUPS AND PROJECT MANAGER REMITS

1. ROLE AND RESPONSIBILITY OF THE STEERING GROUP.

The Steering Group is an officer group with one officer representative from each of the Full Members whose remit is:

- Attending the Joint Committee;
- Advising members of the Joint Committee on all aspects of the Project;
- Co-ordinating all actions in relation to the Project work plan;
- Representing individual Council's interests and views on the Group;
- Acting as advocates for the Project within respective Councils;
- Facilitating the work of the Group and its implications within each respective Council;
- Liaising with senior officers as required regarding maintaining commitment to the Project;
- Establishing relevant networks for each aspect of the Project;
- Representing the Joint Committee at meetings of interested parties;
- Taking appropriate decisions on methodologies and making recommendations as appropriate to the Joint Committee;
- Gathering and monitoring data on progress

2. ROLE AND RESPONSIBILITY OF THE SOCIAL CARE GROUP.

The Social Care Group is an officer group with one officer representative from each of the Full Members whose remit in relation to health and social care issues relating to the Project is:

- Attending the Joint Committee;
- Advising members of the Joint Committee on all aspects of the Project;
- Co-ordinating all actions in relation to the Project work plan;
- Representing individual Council's interests and views on the Group;
- Acting as advocates for the Project within respective Councils;
- Facilitating the work of the Group and its implications within each respective Council;
- Liaising with senior officers as required regarding maintaining commitment to the Project;
- Establishing relevant networks for each aspect of the Project;
- Representing the Joint Committee at meetings of interested parties;
- Taking appropriate decisions on methodologies and making recommendations as appropriate to the Joint Committee;
- Gathering and monitoring data on progress

3. ROLE AND RESPONSIBILITY OF THE PROJECT MANAGER

The role of the Project Manager is to:

- Plan, initiate and co-ordinate delivery, and to evaluate the Project in all its stages;
- Manage seconded staff involved in project management and implementation of specific aspects of the Projects;
- Schedule work plans;
- Evaluate resource requirements for delivery;
- Track risk, issues and change requirement logs and report accordingly;
- Report on progress;
- Co-ordinate tasks for implementation sub groups;
- Ensure business case for change is developed for each subject area;
- Provide information on outcomes and benefits accrued;
- Represent the Joint Committee at meetings of interested parties

SCHEDULE PART 4 – MEMBERSHIP BENEFITS and CONTRIBUTIONS

Category of Member	Membership Benefits and Responsibilities	Contribution Payment per number of employees (not FTE)
Full	Involved in taking strategic management and governance role in the Joint Committee and the Project together with access to all Clyde Valley procurements, initiatives, projects and delivery models.	Band 1 (0 – 4,999) - £5,000 Band 2 (5,000-9,999) - £7,000 Band 3 (10,000+) - £10,000
Participating	Has access to all Clyde Valley procurement initiatives, strategic programmes (e.g. PPB), participation in Clyde Valley Sub-Groups and access to all Clyde Valley delivery models (e.g. the Clyde Valley/REHIS Award). Not part of the Joint Committee.	Band 1 (0 – 4,999) - £3,000 Band 2 (5,000-9,999) - £4,000 Band 3 (10,000+) - £6,000
Procurement	Access to Clyde Valley procurement only. No entitlement to participate in management or governance.	Band 1 (0 – 4,999) - £1,250 Band 2 (5,000-9,999) - £1,500 Band 3 (10,000+) - £2,500

SCHEDULE PART 5 – CONFIDENTIAL INFORMATION

Description	FOISA exemption
Personal Data – information in relation to employees of Member Authorities necessary to be provided by one Member Authority to another.	Section 38 of FOISA

Report

8

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	10 June 2019
Report by:	Chair of Clyde Valley Learning and Development Project Steering Group

Subject:	Clyde Valley Learning and Development Project - Delivery of First Aid Training
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval to maintain the current provision of First Aid training by invoking the use of Section 13 (8) of the Public Contracts (Scotland) Regulations 2015

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that the Clyde Valley Learning and Development Project engages with Glasgow City Council (Health and Social Care Partnership) to provide First Aid training;
- (2) that this should be achieved through invoking Section 13 (8) of Public Contracts (Scotland) Regulations 2015 and, thereby, not pursuing a formal procurement process; and
- (3) that the First Aid training be provided on the basis of the existing and previous contracts which would be defined in a service level agreement signed by the Clyde Valley Learning and Development Project and Glasgow City Council.

3. Background

- 3.1. The provision of First Aid training was the first element to be delivered in partnership by the Clyde Valley Learning and Development Project in 2008. The identified provider was Glasgow City Council's Direct and Care Services (DACS).
- 3.2. Following a restructure of Glasgow City Council's services, a separate "arm's-length" organisation was established to replace DACS under the trading name of Cordia. With this change in organisational status, Cordia was entitled to bid for procurement tenders under the same conditions as a private sector provider.
- 3.3. Following a public procurement exercise carried out in May 2013, Cordia tendered for and won the contract to continue to provide the training. Cordia has subsequently delivered this contract to provide First Aid training on the same terms as those established in 2008 until the present day. Having delivered the contract for the initial four years, the contract extension was activated in August 2017. The contract reaches the end of its term on 11 August 2019.

- 3.4. During 2018, the status of Cordia was changed again, with the termination of the existing “arm’s-length” organisation and the functions, staff and contracts returning to Glasgow City Council (Health and Social Care Partnership).

4. Current Situation

- 4.1. During the period that Cordia has delivered the First Aid training contract, there has been a consistently high level of performance in all aspects of the contract, with an average score of 88% being achieved on the annual contract appraisal.
- 4.2. In addition, the provider has consistently demonstrated a creative and flexible approach throughout, with many innovations being introduced proactively and in response to evaluation feedback from delegates and contract managers.
- 4.3. The Project Steering Group has been made aware that an opportunity exists to maintain continuity by using the same provider (now under the auspices of Glasgow City Council) immediately following the completion of the current contract.

5. Legal Position

- 5.1. The Clyde Valley Learning and Development Group proposes to award a contract to Glasgow City Council under the terms of the Public Contracts (Scotland) (PCS) Regulations 2015 and the lead authority Council’s Standing Orders on Contracts. This permits the contract to be secured by the Group without undertaking a formal procurement exercise.
- 5.2. Regulation 13(8) of the PCS Regulations provides that the general procurement regulations do not apply to procurement for the award of a public contract between two or more contracting authorities, subject to certain specific requirements being fulfilled. These conditions are as follows:-
- ◆ the purpose of the contract is to ensure that public services which each of the contracting authorities have to perform are provided with a view to achieving their common objectives
 - ◆ the co-operation is governed solely by considerations relating to the public interest
 - ◆ the contracting authorities perform less than 20% of the activities concerned on the open market. The percentage of activities is determined by reference to the contracting authority’s average turnover for the three years prior to the date of proposed contract award.
- 5.3. It can be confirmed that Glasgow City Council has the capacity to undertake this work and that taking this option will allow the Clyde Valley Group to continue to obtain the required services from a trusted provider. In addition, the provider has undertaken to provide the training at the same delegate rate established in 2008, for all four First Aid courses.
- 5.4. All relevant provisions of the lead authority’s Standing Orders on Contracts would be met in the award of the contract to Glasgow City Council.
- 5.5. Discussions have taken place with those authorities who currently access the existing contract (East Renfrewshire, North Lanarkshire and Renfrewshire Councils), all of whom have expressed an interest in pursuing this approach. Subject to the procurement and legal teams from these Councils being satisfied with the legal position, each has indicated a desire to proceed.

- 5.6. Other Member Councils may also take up this option should this be approved. For example, South Lanarkshire Council initially accessed the current contract, but due to a change in strategic direction, moved to an internal delivery model in 2016. Despite this, the changes in internal capacity and demand for First Aid training mean that the opportunity to access training services from this tried and tested provider may be taken up again in the near future.
- 5.7. Should the Joint Committee agree to award the contract to Glasgow City Council, the First Aid training would be provided on the basis of the existing and previous contracts and would be defined in a service level agreement signed by the Clyde Valley Learning and Development Project and Glasgow City Council.
- 6. Employee Implications**
- 6.1. There will be no changes to the current arrangements for provision of this training for those Member Councils who currently purchase First Aid training externally.
- 7. Financial Implications**
- 7.1. The costs of providing First Aid training would be set at the same delegate rate as the existing provision which has remained unchanged for the past 11 years.
- 8. Other Implications**
- 8.1. Any risks associated with this approach have been evaluated as negligible due to the experience and track record of the provider. In addition, the provider is one of the Member Councils of the Clyde Valley Group.
- 9. Equality Impact Assessment and Consultation Arrangements**
- 9.1. There is no change to policy therefore no impact assessment is required at this stage.
- 9.2. Consultation has taken place with both South Lanarkshire Council's Legal Services and Procurement Services in order to take the correct advice and legal opinion in relation to this matter. Following this process, this information was shared with the Project Steering Group for consultation with local Legal and Procurement officers.

Gill Bhatti
Chair, Clyde Valley Learning and Development Project Steering Group

14 May 2019

Previous References

- ◆ Clyde Valley Learning and Development Project – Provision of First Aid Training - 9 December 2013

List of Background Papers

- ◆ Clyde Valley EGF Training Bid
- ◆ NBSS Clyde Valley Consortium Submission November 2006
- ◆ NBSS Clyde Valley Consortium – Secondary Paper December 2006

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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Report

9

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	10 June 2019
Report by:	Chair of Clyde Valley Learning and Development Project Steering Group

Subject:	Update on Membership and Funding for the Clyde Valley Learning and Development Project for 2019/2020
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Joint Committee on the outcome of the restructured membership and funding model for the Clyde Valley Learning and Development Project

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that it be noted that the revised model of membership and funding has been well received by the members of the Project;
- (2) that it be noted that 6 Full Member Councils had confirmed their continued participation in the Project and a total of £90,750 in income from membership fees had been confirmed for 2019/2020, exceeding the targets of 5 Full Member Councils and £59,000 of funding respectively;
- (3) that it be noted that the additional income of £31,750 will be allocated to appropriate projects by the Project Steering Group and the Social Care Group through consultation and agreement; and
- (4) that it be noted that the funding model including balances to be carried forward, the charging structure and the ongoing level of membership will be reviewed annually.

3. Background

- 3.1. At its meeting on 11 June 2018, the Joint Committee approved a proposal to restructure the membership of the Group, by creating three categories of membership which would be open to all of the then current members of the Group (Full and Associate Members).
- 3.2. In addition, the Joint Committee agreed to elevate the status of the Social Care Group from sub-group to that of the Steering Group, to reflect the importance of the Social Care agenda to the Clyde Valley Learning and Development Group's work.
- 3.3. It was agreed that a minimum of five Full Member Councils and a minimum level of funding of £59,000 per annum would be required to maintain the viability of the Project.

3.4. The agreed tariff for the different categories of membership was set as follows:-

Membership category		Full	Participating	Procurement
Banding (Employee Numbers)				
Band 1	(0 - 4,999)	£5,000	£3,000	£1,250
Band 2	(5,000 - 9,999)	£7,000	£4,000	£1,500
Band 3	(10,000+)	£10,000	£6,000	£2,500

3.5. At the meeting of the Joint Committee on 10 December 2018, the reported position on membership was:-

- ◆ 6 Full Members
- ◆ 7 Participating Members
- ◆ 2 Procurement members

4. Current Position

4.1. The position on membership remained open for discussion till the end of the financial year 2018/2019. During this period, conversations took place with those councils who had previously been Associate Members but who had not finalised their position on their continued membership.

4.2. The discussions involved visiting and contacting several of the councils and discussing the Project's merits and benefits with interested stakeholders. This focused on referencing the benefits of being part of a network of good practice in a number of different disciplines.

4.3. It was also notable that the flagship Social Care programme Promoting Positive Behaviour (PPB) developed and owned by the Clyde Valley Learning and Development Project, became a focal point in the discussions for most of these councils and, in many cases, was cited as the primary driver for taking up Participating membership.

4.4. The final position on membership for 2019/2020 is detailed in Appendix 1 of this report. In summary, the position is as follows:-

- ◆ 6 Full Members
- ◆ 11 Participating Members
- ◆ 2 Procurement members

4.5. This outcome has met both conditions previously stipulated to maintain the Project's viability, namely a minimum of five Full Members, and a minimum income of £59,000 per year.

4.6. The total income from confirmed membership for 2019/2010 is £90,750, (Appendix 1, Table 1). This leaves a project fund for the year of £31,750.

5. Project Governance

5.1. On the basis of the responses received, the new membership structure comprises six Full Members. These councils will represent the interests of the Clyde Valley Group and develop the strategic direction of the Project subject to the terms of the revised Minute of Agreement.

- 5.2. The revised Joint Committee will continue to comprise Elected Members from each of the Full Member Councils.
- 5.3. Similarly, the Project Steering Group and the Social Care Group will have the same councils represented.

6. Utilisation of Funds.

- 6.1. The Project Steering Group and the Social Care Group have engaged in discussions as to how the project fund will be managed and disbursed. It was agreed that specific project work which may incur costs should be identified and prioritised based on overall benefit and need.
- 6.2. One immediate priority for the fund's use has been identified relating to the PPB programme. This is the cost of hosting the annual PPB Practitioners' Seminar at Glasgow City Halls (taking place on 25 June 2019). The cost of this event will be £3,000.
- 6.3. Other potential projects are being evaluated on an ongoing basis by both groups and will be implemented in the coming months.
- 6.4. Any unspent element of the funding each year will be transferred to the Balance Sheet for use in future years. This balance will be reviewed annually as part of the review of membership and contributions.

7. Conclusions

- 7.1. There is a real commitment from the membership of the Clyde Valley Group to sustain the work of the Clyde Valley Learning and Development Project and continue to realise the benefits of participation.
- 7.2. Membership commitments received have exceeded the minimum level of Full membership previously agreed to be a viable number (five).
- 7.3. The financial contributions received from membership fees have exceeded the minimum level of contribution previously agreed (£59,000) in the Joint Committee paper of 11 June 2018, by a figure of £31,750.
- 7.4. The renewed commitment to membership has brought a high level of enthusiasm for participation in each element of the Project's work, including the Steering Group, Social Care Group, e-Learning Group, PPB Governance and the CMI Management Group.

8. Employee Implications

- 8.1. The continued support of the in-kind contributions of officers drawn from the Clyde Valley Member Councils remains crucial to the ongoing success of delivering the Project's objectives.
- 8.2. Of equal importance is to ensure that officers attending and participating in each of the Groups' activities are empowered to make management and strategic decisions on behalf of their respective organisations and that appropriate officers are nominated from each council to fulfil this requirement.

9. Financial Implications

- 9.1. The new model represents a fairer distribution of costs to the membership. The Project's annual contribution has increased from the previous level of £32,000 to £90,750 for the financial year 2019/2020.
- 9.2. There are no guarantees that this level of funding will be maintained year on year. It is therefore essential that the Joint Committee agrees an acceptable minimum level of funding before proceeding each year. This will therefore be the subject of an annual report to the Joint Committee, prior to the start of each financial year.

10. Other Implications

- 10.1. The risk to the Project in future years will be that the minimum number of Full Members or the minimum level of funding cannot be achieved. In such circumstances, it may not be viable to continue with the Project.
- 10.2. There are no implications for sustainability in terms of the information contained in this report.

11. Equality Impact Assessment and Consultation Arrangements

- 11.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 11.2. Consultation has been undertaken with all existing members of the Project.

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Steering Group

14 May 2019

Previous References

- ♦ 11 June 2018 - Update on the Future and Funding for the Clyde Valley Learning and Development Project for 2018/2019
- ♦ 10 December 2018 - Update on Membership and Funding for the Clyde Valley Learning and Development Project for 2019/2020

List of Background Papers

- ♦ Clyde Valley EGF Training Bid
- ♦ NBSS Clyde Valley Consortium Submission November 2006
- ♦ NBSS Clyde Valley Consortium – Secondary Paper December 2006

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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Membership Contributions 2019/2020

Table 1: Confirmed Contributions

Council	Previous Membership Status	New Membership Status	Contribution
East Renfrewshire	Full	Full	£5,000
Glasgow City	Full	Full	£10,000
Inverclyde	Full	Full	£5,000
North Lanarkshire	Full	Full	£10,000
Renfrewshire	Full	Full	£7,000
South Lanarkshire	Full	Full	£10,000
East Dunbartonshire	Full	Participating	£3,000
West Dunbartonshire	Full	Participating	£4,000
Angus	Associate	Participating	£4,000
Clackmannanshire	Associate	Participating	£3,000
Dundee	Associate	Participating	£4,000
Orkney	Associate	Participating	£3,000
Scottish Borders	Associate	Participating	£3,000
Falkirk	Associate	Participating	£4,000
City of Edinburgh	Associate	Participating	£6,000
Perth and Kinross	Associate	Participating	£4,000
Argyle and Bute	Associate	Participating	£3,000
Dumfries and Galloway	Associate	Procurement	£1,500
East Lothian Council	Associate	Procurement	£1,250
Total			£90,750

Report

10

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	10 June 2019
Report by:	Chair of Clyde Valley Learning and Development Project Steering Group

Subject:	Clyde Valley Learning and Development Project – Update on Progress with the e-Learning Workplan
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Joint Committee on progress that has been made in delivering the e-Learning workplan for the coming year

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that it be noted that the e-Learning Sub Group has been re-established with participants representing both Full and Participating Member Councils;
- (2) that it be noted that significant progress has been achieved in delivering the objectives of the workplan; and
- (3) that it be noted that achieving the objectives of the workplan will significantly benefit learners from all Member Councils.

3. Background

3.1. E-learning is at the forefront of the Clyde Valley Learning and Development Group's activities. E-learning activities are co-ordinated and managed through the e-Learning Sub Group, which is led by representatives from the Full Member Councils, but also attended by Participating Member Councils.

3.2. The purpose of the Sub Group is to maximise the opportunities to share resources and develop best practice. Whilst it has always been a networking group, it has achieved much more through problem solving, driving e-learning innovation and creating a genuine desire to improve the learning experience for all employees across the Clyde Valley Councils.

4. Current Position

4.1. As the membership of the Sub Group has been reconfigured to reflect the changes to the overall Project structure, a new workplan has been developed as the focus of the Sub Group's work. This workplan will be delivered over the coming year in tandem with the routine activities associated with managing the Brightwave shared learning platform and further developing its functionality.

- 4.2. The new workplan was developed and approved by the Project Steering Group at the start of the year and work started on its delivery as soon as the membership of the Sub Group was established.
- 4.3. Attendance at the Sub Group since the restructuring has involved all six Full Member Councils and ten of the eleven Participating Members. It is evident that the opportunity to start afresh with the new structure has imbued the Sub Group with renewed enthusiasm and a willingness to take an active role in developing the agenda and delivering the workplan.
- 4.4. The revised workplan, having been approved by the Project Steering Group, was distilled down into five main headings. These are:-
- ◆ Implementation of Tessello Go
 - ◆ Improving course sharing (content wiki)
 - ◆ Skills development in authoring tools and techniques
 - ◆ E-learning for “hard to reach” employees
 - ◆ Single Sign On
 - ◆ Digital Transformation
- 4.5. Members of the Sub Group were asked to identify the critical priorities for their respective Councils from this list. From this, separate workgroups were identified to address each of the issues in parallel. The Groups were led by different Sub Group Members and was not restricted to Full Member Councils. For example, the Group addressing “hard to reach” learners, is being led by City of Edinburgh Council's representative.
- 4.6. One exception was identified however, in relation to the subject of Digital Transformation. An audit of the Sub Group's roles and responsibilities within their respective organisations identified that Digital Transformation was not being managed by Learning and Development staff, but was part of a strategic approach involving multiple disciplines and services. For this reason, it was agreed that the Project Steering Group would provide advice and guidance on this matter, and remit the e-Learning Sub Group with specific tasks where appropriate.

5. Progress to Date

5.1. Implementation of Tessello Go

- 5.1.1. As councils are all at different stages of the transition to the new interface, the opportunity exists for the pioneering councils to share their experiences with the remainder of the Sub Group. This approach has also helped to address initial teething issues and unexpected functional changes resulting from the implementation.
- 5.1.2. This has resulted in a shared document entitled “Transition to Tessello Go”, which itemises exactly where each council has progressed with the implementation, together with any identified issues. This has proved to be very beneficial for the wider Sub Group, as issues can be anticipated and eliminated based on previous experiences.
- 5.1.3. The process has also highlighted some losses in functionality compared with the previous product provided by Brightwave. This knowledge has been used to prioritise “sprint” developments from Brightwave, which are provided on a quarterly basis as part of the existing contract.

- 5.1.4. Further improvements may also be commissioned from this list by accessing the Project's development funds. This would be subject to approval by the Project Steering Group and Social Care Group.

5.2. Improving Course Sharing (content wiki)

- 5.2.1. Discussions have taken place over the viability of developing a separate database or "app" (application) to host the list of courses, descriptors and course codes, with the intention of improving the process of course sharing. Due to the limitations on capacity, technical skills, IT permissions and development costs, this option has been shelved at this stage.
- 5.2.2. Additional work has therefore been carried out to edit and refine the existing course wiki, currently maintained on a spreadsheet. By making the layout more user friendly and re-establishing the principle of all Member Councils updating the content, the Sub Group should be able to maximise the benefits of course sharing once again.
- 5.2.3. In a further development, the Sub Group has elected to open up access to each Member Council's incidence of the Brightwave platform. By using this technique, the Sub Group has facilitated a self-service approach to gaining insight into how each Council has structured and presented its library of courses, as well as testing access to specific content before sharing the course more widely.

5.3. Skills Development in Authoring Tools and Techniques

- 5.3.1. The Sub Group has addressed this subject by first looking at the capability and experience within the Sub Group. This has involved identifying a list of specific authoring tool and techniques which might be desirable. Thereafter, individual Sub Group members have been asked to record who had skills in each technique, and to what level.
- 5.3.2. This has now been collated along with contact details so that a dynamic problem solving network can be established when individuals are working in isolation on new techniques.
- 5.3.3. Dundee City Council has already offered to hold some training sessions on Articulate 360 Storyline (a proprietary authoring tool used by many of the Members). It is anticipated that this approach will be replicated by others in the Sub Group as each priority need is identified.
- 5.3.4. The Sub Group is also sharing examples of best practice using specific authoring tools. Techniques are currently being investigated to allow this sharing, including using a cloud based document sharing system (Objective), and also through the use of webinars.

5.4. E-learning for "hard to reach" Employees

- 5.4.1. This subject offers potentially the most challenging issue to overcome, as the difficulties associated with this task are universally accepted in the wider learning community and across all sectors.
- 5.4.2. The Sub Group has broken down the task into a series of stages, all of which will be contingent on gaining support from colleagues in each Council. The approach taken was to identify who the "hard to reach" groups were; identify the barriers to access (e.g. technological, cultural); identify solutions to remove or limit the barriers, and thereafter to test whether any of the proposals are viable and would work in practice.

- 5.4.3. In order to maintain momentum with this work, City of Edinburgh Council hosted an online meeting using Skype for Business. This meeting allowed participating Councils to share documents and presentations and contribute to the ongoing discussion in between the formal meetings of the Sub Group. It has been agreed to continue to take advantage of this approach and to establish which platform is best suited to allow the maximum number of Members to participate.

5.5. Single Sign On

- 5.5.1. Single sign on (SSO) is a technique used by organisations where multiple systems are required, each of which requires a separate login process before allowing access. SSO allows users to login once to the parent system, and automatically be signed in to the others. In the case of e-learning in the Clyde Valley Councils, this would mean that learners logging in to the Council's network would not be required to login separately to the Brightwave platform.
- 5.5.2. This task is closely aligned to the previous work stream, as achieving SSO would both remove a barrier to accessing learning, particularly for inexperienced users, but also reduce the administrative burden caused by requests to reset passwords in order to allow access. This is a common issue for the Clyde Valley Councils, and a significant drain on resources.
- 5.5.3. Discussions have taken place with Brightwave to evaluate the feasibility of implementing SSO. Whilst Brightwave can provide this development, the requirement to do so will be subject to demand and uptake from the Clyde Valley Members. In addition, the technical and security implications will require to be addressed by local IT teams, working in tandem with Brightwave, for this to progress.
- 5.3.4. On completion of the feasibility study on this work, the Sub Group will report back to the Project Steering Group before pursuing this any further.

6. Employee Implications

- 6.1. The continued participation and time allocated to the Project by Sub Group representatives remains crucial to achieving the Project's objectives. This is now being demonstrated more equitably through the inputs from both Full and Participating Member Councils.

7. Financial Implications

- 7.1. There are no immediate financial implications.

8. Other Implications

- 8.1 No specific risks have been identified beyond maintaining the commitment and application of members of the Sub Group.
- 8.2 There are no implications for sustainability in terms of the information contained in this report.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 9.2. The workplan contained in this report has previously been consulted upon and approved by the Clyde Valley Steering Group.

Gill Bhatti
Chair, Clyde Valley Learning and Development Project Steering Group

15 May 2019

Previous References

- ◆ 11 June 2018 - Clyde Valley Learning and Development Project –Update on eLearning Group Developments

List of Background Papers

- ◆ Clyde Valley Learning and Development Joint Committee Minute of Agreement

Contact for Further Information

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