

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

Friday, 12 February 2021

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, 22 February 2021
Time: 14:00
Venue: By Microsoft Teams,

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

Yours sincerely

Paul Manning
Clerk to the Joint Committee

Council

East Renfrewshire
Glasgow City
Inverclyde
North Lanarkshire
Renfrewshire
South Lanarkshire

Member

Councillor Colm Merrick
Councillor Rhiannon Spear
Councillor Martin Brennan
Councillor Angela Campbell
Councillor Andy Steel
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** 5 - 6
Minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 7 September 2020 submitted for approval as a correct record. (Copy attached)

Item(s) for Monitoring

- 3 Revenue Budget Monitoring 2020/2021 - Clyde Valley Learning and Development Joint Committee** 7 - 10
Report dated 28 January 2021 by the Treasurer to the Clyde Valley Learning and Development Joint Committee. (Copy attached)

Item(s) for Decision

- 4 Update on Membership and Funding for the Clyde Valley Learning and Development Project for 2021/2022** 11 - 16
Report dated 12 February 2021 by the Chair of the Clyde Valley Learning and Development Project Steering Group. (Copy attached)
- 5 Meeting Arrangements - 2021/2022** 17 - 18
Report dated 1 February 2021 by the Clerk to the Clyde Valley Learning and Development Joint Committee. (Copy attached)

Item(s) for Noting

- 6 Clyde Valley Learning and Development Project - e-Learning Developments During the Covid-19 Pandemic** 19 - 28
Report dated 27 January 2021 by the Chair of the Clyde Valley Learning and Development Project Steering Group. (Copy attached)
- 7 Promoting Positive Behaviour (PPB) - Development and Delivery Update** 29 - 32
Joint report dated 4 February 2021 by the Service Manager, Learning and Development / Health and Safety, Glasgow City Council, Social Work Services / Health and Social Care Partnership and the Chair of the Clyde Valley Learning and Development Project Steering Group. (Copy attached)

Urgent Business

- 8 Urgent Business**
Any other items of business which the Chair 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 via Microsoft Teams on 7 September 2020

Convener:

Councillor Katy Loudon, South Lanarkshire Council

Councillors Present:

Inverclyde Council:	Martin Brennan
North Lanarkshire Council:	Angela Campbell

Councillors' Apologies:

East Renfrewshire Council:	Colm Merrick
Glasgow City Council:	Elaine McSporran (Substitute)
Renfrewshire Council:	Andy Steel and Lorraine Cameron (Substitute)

Attending:

Clerk's Office

Stuart McLeod, Administration Officer, South Lanarkshire Council

Treasurer's Office

Jackie Taylor, Treasurer; Amanda Murray, Finance Adviser, South Lanarkshire Council

Also Attending:

Audit Scotland

Dave Richardson, Senior Audit Manager; Sanya Ahmed, Trainee Auditor

1 Declaration of Interests

No interests were declared.

2 Previous Meeting

The note of decisions taken by Joint Committee members via email in relation to the agenda of 8 June 2020, and confirmed by the Clerk on 22 June 2020, were submitted for approval as a correct record.

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

3 Audit Scotland - Clyde Valley Learning and Development Joint Committee – 2019/2020 Proposed Annual Audit Report

A letter dated 7 September 2020, together with the 2019/2020 Annual Audit Report (proposed) dated September 2020 for the Clyde Valley Learning and Development Joint Committee, was submitted by the Joint Committee's External Auditor, Audit Scotland.

The Senior Audit Manager and Lead Auditor gave a verbal overview of the Annual Report to members for the year ended 31 March 2020 which included the following key messages:-

- ◆ Audit Scotland had provided an unqualified and unmodified audit opinion on the 2019/2020 annual accounts

- ♦ the financial statements of the Clyde Valley Learning and Development Joint Committee for 2019/20 gave a true and fair view of the state of its affairs and of its net income for the year
- ♦ the narrative reports forming part of the annual accounts were properly prepared in accordance with the applicable requirements and were consistent with the financial statements
- ♦ the Joint Committee's annual governance statement was consistent with the financial statements and complied with guidance
- ♦ that, through the continued support from member authorities, the Clyde Valley Learning and Development Joint Committee's financial position was sustainable for the foreseeable future
- ♦ the Joint Committee had secured contributions totalling £91,000 from the member authorities towards the running costs for 2019/2020
- ♦ the closing balance of the Joint Committee's General Fund reserve was £28,000 which would be used for future progress of the Project
- ♦ future audit costs for the Project would increase significantly and the Joint Committee might want to consider reviewing its governance arrangements in order to allow alternative audit procedures

The Joint Committee decided: that Audit Scotland's proposed 2019/2020 Annual Audit Report for the Clyde Valley Learning and Development Joint Committee be noted.

4 Certified Annual Accounts 2019/2020

A report dated 20 August 2020 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the:-

- ♦ Joint Committee's Annual Accounts for 2019/2020 which had received a clean audit certificate with no audit actions identified from the External Auditor, Audit Scotland
- ♦ requirement to approve the Annual Accounts for 2019/2020 for signing by the Convener and Treasurer

The Annual Accounts would be available on South Lanarkshire Council's website.

The Joint Committee decided:

- (1) that it be noted that the Annual Accounts for 2019/2020 had received a clean audit certificate with no audit actions identified; and
- (2) that the audited Annual Accounts for 2019/2020, attached as Appendix 1 to the report, be approved for signing by the Convener and Treasurer.

5 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Clyde Valley Learning and Development Joint Committee**
 Date of Meeting: **22 February 2021**
 Report by: **Treasurer to Clyde Valley Learning and Development Joint Committee**

Subject: **Revenue Budget Monitoring 2020/2021 - 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 2020 to 1 January 2021 for Clyde Valley Learning and Development Joint Committee

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 second revenue budget monitoring report presented to the Clyde Valley Learning and Development Joint Committee for the financial year 2020/2021.
- 3.2. The running costs for the Clyde Valley Learning and Development Joint Committee are funded by contributions from the member Councils. The membership contributions form the basis for the budget for 2020/2021 and the total confirmed to date is £0.083m. In addition, an estimate of training expenditure (£0.035m), and the recharge of this to Councils (£0.035m), gives a total spend and income budget of £0.118m.
- 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 1 January 2021, there is a breakeven position against the phased budget to date.

5.2. **Probable Outturn:** As at 31 March 2021, there is breakeven forecast against the annual budget. This comprises of an anticipated underspend on training, offset by an under recovery in recharge income reflecting a reduction in activity due to COVID.

6. Climate Change, Sustainability and Environmental Implications

6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

7. Other Implications

7.1. 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.

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

28 January 2021

Previous References

♦ Clyde Valley Learning and Development Joint Committee, 8 June 2020

List of Background Papers

♦ Financial ledger and budget monitoring results to 1 January 2021

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)

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CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Revenue Budget Monitoring Report

Period Ended 1 January 2021 (No.10)

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 01/01/21	Actual 01/01/21	Variance 01/01//21	% 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	22	22	0	20	20	0	-	n/a
Transport & Plant	0	0	0	0	0	0	-	n/a
Administration Costs	94	69	25	70	53	17	under	24.3%
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.	118	93	25	90	73	17	under	18.9%
Total Controllable Inc.	(118)	(93)	(25)	(90)	(73)	(17)	under recovery	(18.9%)
Net Controllable Exp.	0	0	0	0	0	0	-	0.0%

Report

4

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	22 February 2021
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 2021/2022
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Joint Committee on the membership and funding for the Clyde Valley Learning and Development Project for the financial year 2021/2022

2. Recommendation(s)

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

- (1) that it be noted that the model of membership and funding was now established and viable;
- (2) that the previously agreed categories and level of membership fees, as detailed at paragraph 3.4, be retained for 2021/2022;
- (3) that the minimum level of funding to allow the continuation of the Project for 2021/2022 remain at the previously agreed level of £61,000 (including audit fee);
- (4) that it be noted that 6 Full Member Councils had confirmed their continued participation in the Project, exceeding the minimum target of 5 Full Member Councils; and
- (5) that it be noted that the current confirmed funding of £72,000, exceeded the recommended minimum level of funding by £11,000.

3. Background

- 3.1. At its meeting on 11 June 2018, the Joint Committee approved the creation of three categories of membership which were open to all of the current members of the Group (Full and Associate Members).
- 3.2. It was also agreed that a minimum of 5 Full Member Councils and a minimum level of funding of £61,000 (including audit fee) per annum would be required to maintain the viability of the Project.
- 3.3. 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

- 3.4 The membership categories and tariffs and the minimum of 5 Full Member Councils and funding of £61,000 (including audit fee) per annum have since remained unchanged.

4. Current Position for 2021/2022 Funding

- 4.1. The final position on membership and funding for 2021/2022 has not yet been concluded. This year has been unusual for all councils because of the impact of COVID, and communication and decision-making can take a little longer than usual.
- 4.2. However, the Project Steering Group and Sub-Groups have continued to meet regularly throughout the last year, not least because of the increase in uptake and development of e-learning in its various forms, the need for collaboration on content and technical problem-solving, and the challenge of ensuring learning, such as Promoting Positive Behaviour, could be delivered in a safe and effective way.
- 4.3. Confirmation of membership for 2021/2022 has been received from the 6 Full Member Councils and 6 of the current Participating Member Councils. Dumfries and Galloway Council, which was a Procurement Member Council in 2019/2020, has also confirmed Participating Membership for 2021/2022. Responses are awaited from the current remaining 4 Participating Member Councils and 1 Procurement Member Council. Details of the membership contributions and Council's that have yet to confirm their membership are contained within Appendix 1.
- 4.4. The total confirmed income from membership, as at 12 February 2021, was £72,000. An update on the confirmed income from membership will be provided at the Joint Committee meeting on 22 February 2021.

5. Project Governance

- 5.1. On the basis of the responses received, the 6 Full Members Councils will continue to represent the interests of the Clyde Valley Group and develop the strategic direction of the Project, subject to the terms of the Minute of Agreement.
- 5.2. The Joint Committee will continue to comprise Elected Members from each of the 6 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 spend of the Project's funds is agreed by the Steering Group, based on discussions with the Sub-Group members. Prioritising support to the expansion of e-learning content and expertise amongst employees of Member Councils, was key given the increased requirement for e-learning content and the quicker production of content across all Member Councils.
- 6.2. The training evaluated well, and those who took part, are now consolidating their learning and putting it to good use in developing more contemporary and relevant content.
- 6.3. This area is kept under review, and suggestions for future spend will be considered at the Steering Group meetings. For the year 2021/2022, this will depend on the overall income from all levels of membership.

- 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 (5).
- 7.3. 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, Protecting Positive Behaviour (PPB) Governance Group and the Chartered Management Institute (CMI) Management Group.
- 7.4. It is proposed that the current categories and level of membership fees be retained for the next financial year, as the Project is still viable between confirmed income to date and balances carried forward.
- 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. For the financial year 2021/2022, funding of £72,000 has been confirmed to date, compared to the £61,000 minimum level (including audit fee) previously agreed to maintain the viability of the Project. The figure of £61,000 does not include any expenditure required by the Project and its Sub-Groups.
- 9.2. There are 5 Councils that have still to confirm their membership for 2021/2022. Should any further Member Councils continue their 2020/2021 level of membership into 2021/2022, this income will increase.
- 9.3. 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.
- 10. Climate Change, Sustainability and Environmental Implications**
- 10.1. There are no climate change, sustainability, or environmental implications within this report.
- 11. Other Implications**
- 11.1. 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.

12. Equality Impact Assessment and Consultation Arrangements

12.1. 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.

12.2. Consultation has been undertaken with all existing members of the Project.

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Steering Group

12 February 2021

Previous References

- ♦ 11 June 2018 - Update on the Future and Funding for the Clyde Valley Learning and Development Project for 2018/2019
- ♦ 9 December 2019 – Membership and Funding for the Clyde Valley Learning and Development Project for 2020/2021

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:-

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

Ext: 5604 (Tel: 01698 455604)

E-mail: gill.bhatti@southlanarkshire.gov.uk

Membership Contributions 2021/2022

Table 1: Confirmed Contributions as at 12 February 2021

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
West Dunbartonshire	Participating	Participating	£4,000
Angus	Participating	Participating	£3,000
Dundee	Participating	Participating	£4,000
Orkney	Participating	Participating	£3,000
Scottish Borders	Participating	Participating	£3,000
Falkirk	Participating	Participating	£4,000
Dumfries and Galloway	Procurement (2019/2020)	Participating	£4,000
Total			£72,000

Table 2: Councils Yet to Confirm Membership/Contributions as at 12 February 2021

Council	Previous Membership Status	New Membership Status	Potential Contribution
East Dunbartonshire	Participating	To be confirmed	£3,000
Clackmannanshire	Participating	To be confirmed	£3,000
Perth and Kinross	Participating	To be confirmed	£4,000
Argyle and Bute	Participating	To be confirmed	£3,000
East Lothian Council	Procurement	To be confirmed	£1,250
Total			£14,250

Report

Report to: **Clyde Valley Learning and Development Joint Committee**
 Date of Meeting: **22 February 2021**
 Report by: **Clerk to the Clyde Valley Learning and Development Joint Committee**

Subject: **Meeting Arrangements – 2021/2022**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on the meeting arrangements for the Clyde Valley Learning and Development Joint Committee for 2021/2022

2. Recommendation(s)

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

(1) that the arrangements made to hold future meetings of the Joint Committee at 2.00pm on the following dates be agreed:-

- ◆ Monday 14 June 2021
- ◆ Monday 13 September 2021
- ◆ Monday 21 February 2022

3. Background

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

3.2. It is, therefore, proposed that arrangements be made to hold 3 meetings of the Joint Committee for the period up to 31 March 2022, via Microsoft Teams, as follows:-

- ◆ Monday 14 June 2021 at 2.00pm
- ◆ Monday 13 September 2021 at 2.00pm
- ◆ Monday 21 February 2022 at 2.00pm

4. Employee Implications

4.1. There are no employee implications.

5. Financial Implications

5.1. There are no financial implications.

6. Climate Change, Sustainability and Environmental Implications

6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

7. Other Implications

- 7.1. There are no implications for risk in terms of the information contained within 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.

Paul Manning

Clerk to the Clyde Valley Learning and Development Joint Committee

1 February 2021

Previous References

- ◆ 9 December 2019

List of Background Papers

- ◆ None

Contact for Further Information

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

Stuart McLeod, Administration Officer

Ext: 4815 (Tel: 01698 454815)

E-mail: stuart.mcleod@southlanarkshire.gov.uk

Report

6

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	22 February 2021
Report by:	Chair of Clyde Valley Learning and Development Project Steering Group

Subject:	Clyde Valley Learning and Development Project – e-Learning Developments During the Covid-19 Pandemic
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Joint Committee on work undertaken in relation to e-learning for local government employees during the Covid-19 pandemic

2. Recommendation(s)

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

- (1) that the work carried out by the e-Learning Sub-group during the pandemic to make e-learning content accessible to employees of all councils who are working at home, be noted; and
- (2) that the significant progress achieved in delivering e-learning to the benefit of learners from all Member Councils be noted.

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 and also attended by Participating Members.
- 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.
- 3.3. Councils have been at different stages in their journey to introduce e-learning to all employees and have had a range of priorities in terms of content and employee groups.

4. Current Position

- 4.1 The membership of the e-Learning Sub-group had been reconfigured to reflect the changes to the overall Project structure and a new workplan had been developed to focus the Sub-group's work. The workplan was developed and approved by the Project Steering Group and work started on its delivery as soon as the membership of the Sub-group was established.
- 4.2 Attendance at the Sub-group since the restructuring has involved all 6 Full Member Councils and 10 of the 11 Participating Members. The Sub-group has developed in confidence and expertise over the last couple of years and has responded positively to the additional demands placed upon it by the circumstances since March 2020.
- 4.3 Since a national lockdown was introduced, relaxed and reintroduced in 2020, the majority of employees of local authorities have been working from home, and in some cases undertaking new roles as a result of the Covid-19 pandemic. The need for employee training for all councils remains a priority, so that staff can undertake their roles effectively. Classroom-based training has, more or less ceased across all councils, with some limited exceptions.

5. Response to Date

5.1. Implementation of e-Learning for Employees Working from Home

As councils reacted to the national lockdown, some rapid responses were required in terms of employees making the shift to working from home. This included ensuring that employees had access to laptops and/or mobile devices to allow them to continue to work, and to access learning. The introduction of platforms such as ZOOM and Microsoft Teams were early examples of methods which organisations used for employees to keep in touch with colleagues and service users.

- 5.2. For those employees who did not normally have access to laptops for work purposes, there was the option to access work content via their own devices – iPads, PCs, tablets, laptops and occasionally mobile phones. As well as security and functionality issues to overcome, from a learning perspective, councils were keen for employees to be able to access e-learning content and to be able to track that activity too.

- 5.3. Individual Clyde Valley members, and the e-Learning Sub-group in particular, have been instrumental in supporting colleagues within their own councils in the following key ways:-

- ◆ assisting new learners who may not have any experience of accessing e-learning
- ◆ assisting new learners who did not have any experience of using technology to access learning
- ◆ assisting individual employees with accessing e-learning from a range of different devices and settings
- ◆ assisting Service Managers to quickly develop "e" content to enable new and existing employees to undertake new roles in response to the pandemic
- ◆ assisting learning and development colleagues and service managers to transform classroom-based course content into "e" content quickly without loss of quality
- ◆ working with colleagues in IT departments to problem solve technical issues
- ◆ working closely with Brightwave to remove barriers to provision, caused by spikes in uptake across council services

- 5.4. COVID-19 restrictions on working have opened new opportunities for technology-enabled learning. With distance learning becoming the new normal, e-learning (online courses, live webinars/recorded presentations) is becoming the preferred mode of learning.

Due to its nature of anytime, anywhere learning, e-learning has proved to be the best medium to meet the needs of learners faced with the COVID-19 restrictions – socially distant, still connected, and functional.

To ensure COVID-19 restrictions are adhered to and learner demand is catered for, channel shift has been necessary. Urgent demand was met by re-purposing traditional classroom learning, making it suitable for online. This process is ongoing and has resulted in upskilling of Learning and Development employees in order that the new demand for e-learning can be satisfied.

- 5.5. A surge in demand for e-learning is now being experienced by councils. This is evident in the statistical diagrams provided by Clyde Valley Councils for the period January/February 2019 to January/February 2021 and traffic via Learning Management Systems (LMS), attached as Appendix 1 to the report.

Most Councils experienced high traffic from mid-February 2020, until July. Although the demand then declined, in the main, it has remained higher than the previous year; with a new peak, which begun to emerge in December 2020 and has continued to the present.

For example, Glasgow City Council saw a peak for logins in April 2020 of 22,255. Their peak for logins in 2019, was 13,000 which occurred in March. January 2021 logins were 9,540, compared with 3,000 the previous year. They reported 123,000 courses being accessed, 94,000 of which were completed.

28% of Renfrewshire Council's staff accessed e-learning content in the 11 months from 1 March 2020 to 31 January 2021. Renfrewshire employees accessed almost 46,000 pieces of content (a 24% increase) and completed almost 22,500 pieces of content (an 11% increase), compared to the same period the previous year.

This increase in demand resulted in some councils temporarily increasing contract limits to their LMS. For example, South Lanarkshire Council logins reached a peak of 53,707 in April 2020 (previous peak in demand in 2019 was around 8,000).

Use of Microsoft Teams and other live platforms within councils has also increased, not only for communicating with colleagues and teams, but by providing opportunity for services to meet learning demands with live webinars. It is likely that increased use of these platforms has reduced the heavy demand via LMS.

Services have quickly realised the true potential and benefits of online learning, with lockdown(s) expediting the adoption of e-learning and live webinar, where it was once largely disregarded as a valuable medium. Furthermore, employees have now become accustomed to receiving learning via online means. Lockdown(s) has given the opportunity for barriers to be broken down, where they once existed. This has secured the future of online learning in Learning and Development.

6. Employee Implications

- 6.1. The continued participation and time allocated to the Project by 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. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no climate change, sustainability, or environmental implications within this report.

9. Other Implications

- 9.1 The Clyde Valley contract with Brightwave concludes in July 2021 and discussions are underway regarding options for a suitable Learning Management system from that point onwards. Continuity of provision as well as value for money are key considerations.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. 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.
- 10.2. The workplan contained in this report have previously been consulted upon and approved by the Clyde Valley Steering Group.

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Steering Group

27 January 2021

Previous References

- ◆ 10 June 2019 - Clyde Valley Learning and Development Project – Update on Progress of e-Learning Plan

List of Background Papers

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

Contact for Further Information

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

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

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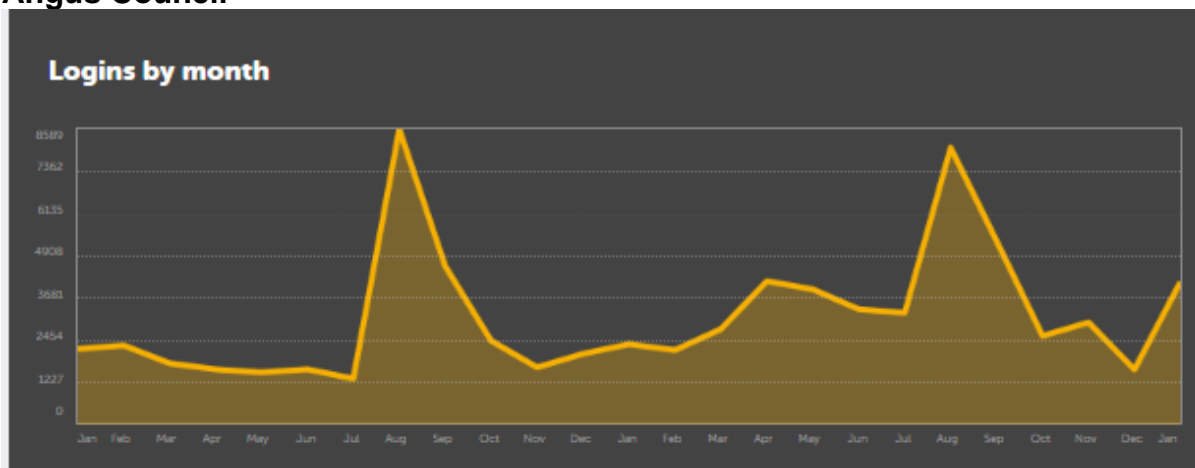
APPENDIX 1 - Council e-learning trends

Summary of login data

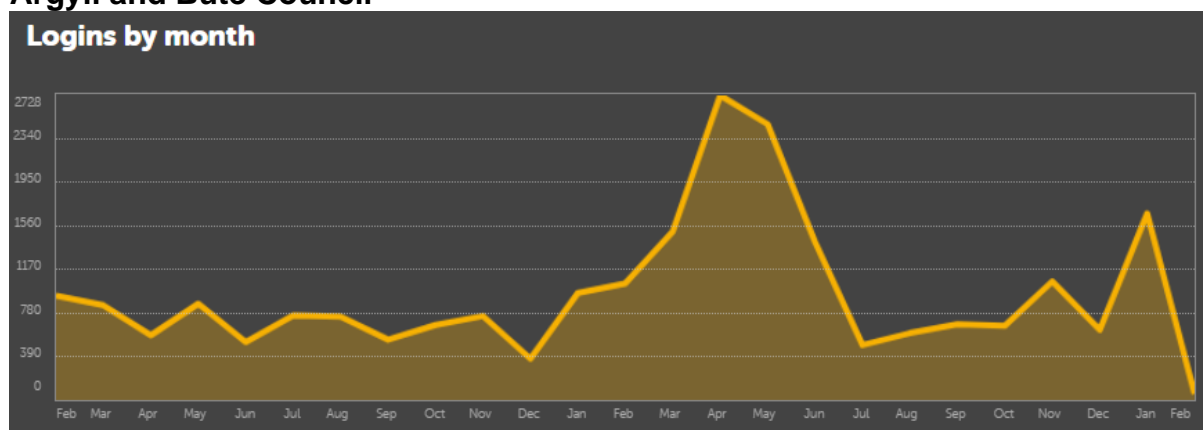
Council	Peak logins 2019 (approx)	Peak logins 2020 (approx)	Peak Logins Jan 2020 (approx)	Peak Logins Jan 2021 (approx)
Angus Council	Aug - 8,589	Aug - 8,000	2,454	4,000
Argyll and Bute Council	Feb - 900	Apr - 2,728	900	1,600
Clackmannanshire Council	Aug - 3,400	Apr - 5,409	800	2,400
Dundee City Council	Sept - 2,100	May - 6,887	1,000	3,500
East Renfrewshire Council	Mar - 650	Apr - 4,531	500	850
Falkirk Council	Aug - 2,500	Apr - 6,290	1, 200	2,700
Glasgow City Council	Mar - 13,000	Apr - 22,255	3,000	9,540
Inverclyde Council	Aug - 1,150	May - 1,000	700	500
Orkney Islands Council	Nov - 2,200	June - 3,044	700	2,175
Perth and Kinross Council	Nov - 4,000	June - 8,920	1,900	3,000
Renfrewshire Council	Dec - 2,800	July - 3,343	600	2,900
Scottish Borders Council	Nov - 2,709	May - 6,318	2,200	4,900
South Lanarkshire Council	Feb - 8,000	Apr - 53,707	5,000	35,000

Login by month per council

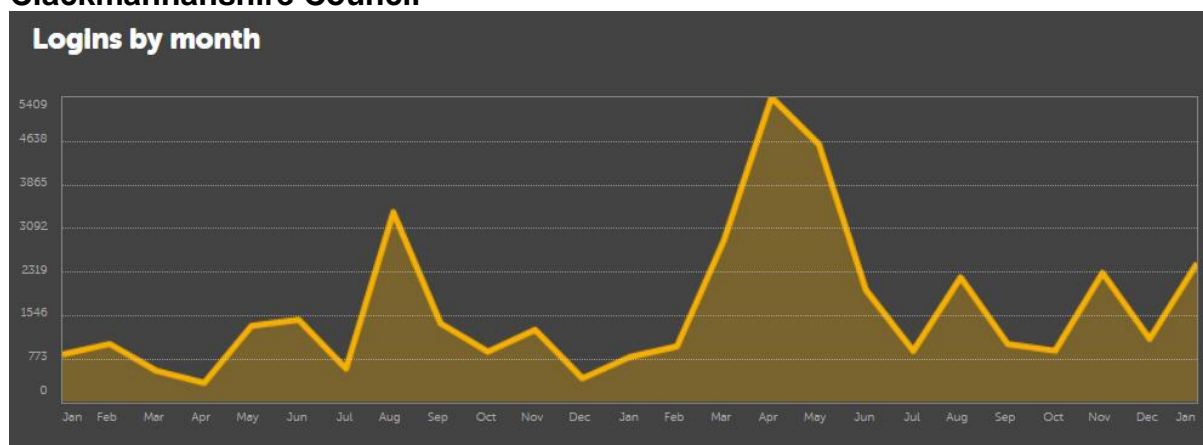
Angus Council



Argyll and Bute Council



Clackmannanshire Council



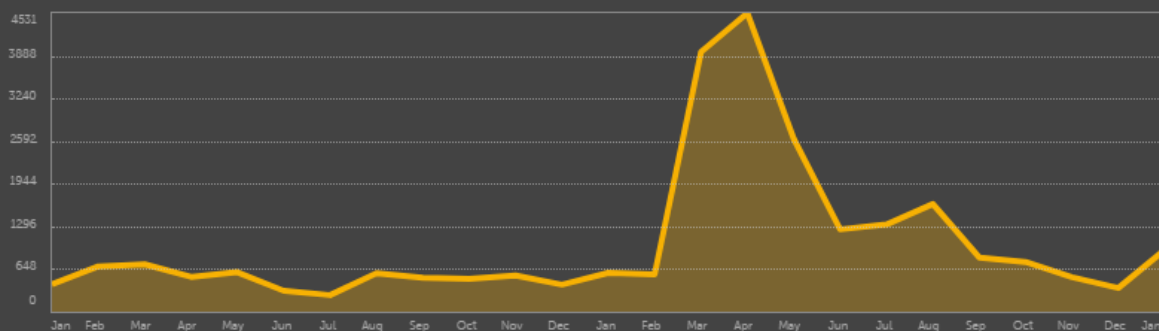
Dundee City Council

Logins by month



East Renfrewshire Council

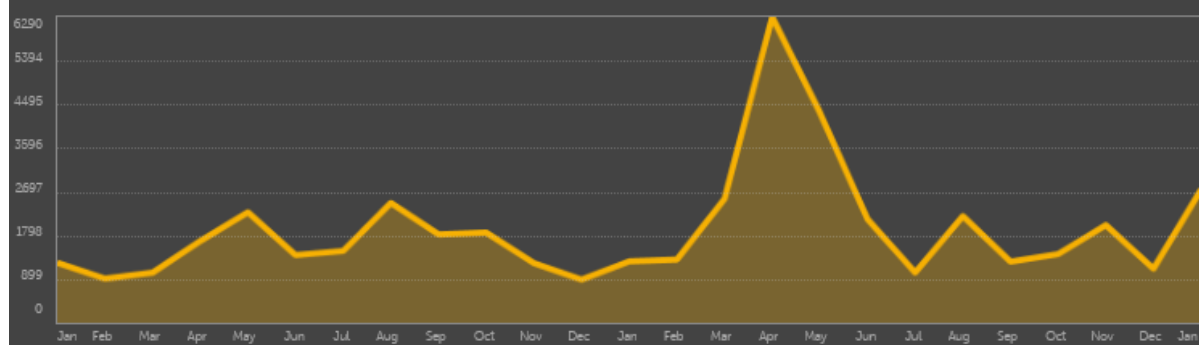
Logins by month



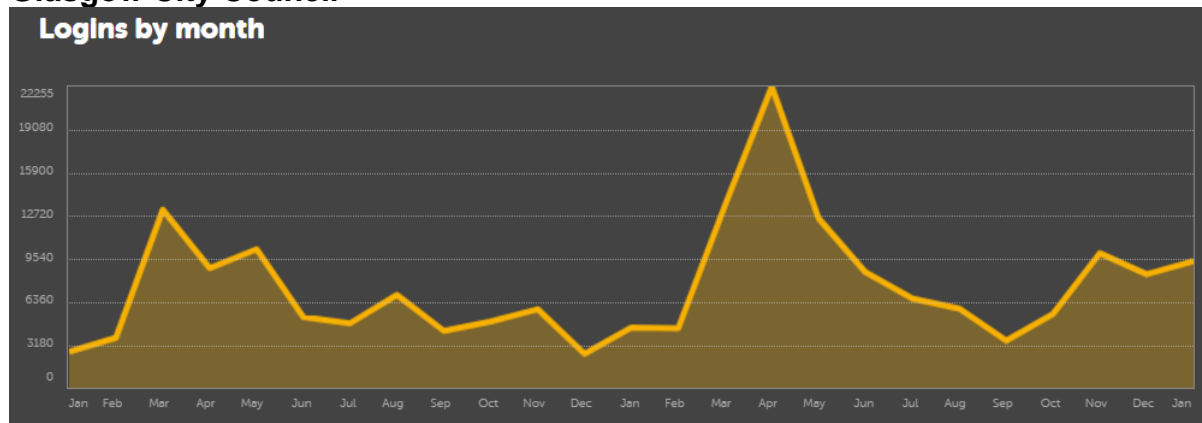
	10 months prior to COVID	10 Months of COVID
Modules accessed	4779	18540
Modules completed/passed	3735	14627
Modules incomplete/browsed/failed	1044	3913
Number of employees how have accessed modules	829	1304

Falkirk Council

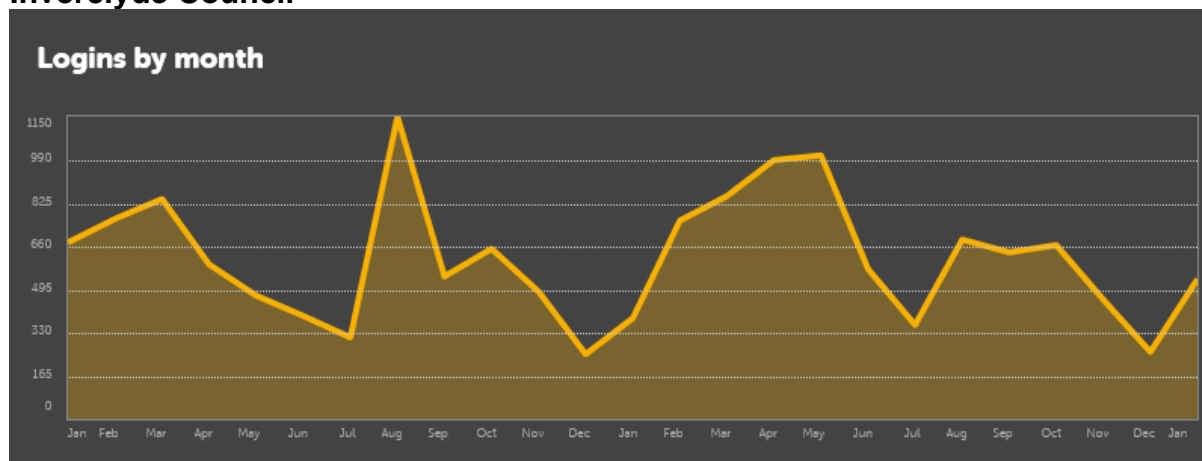
Logins by month



Glasgow City Council



Inverclyde Council

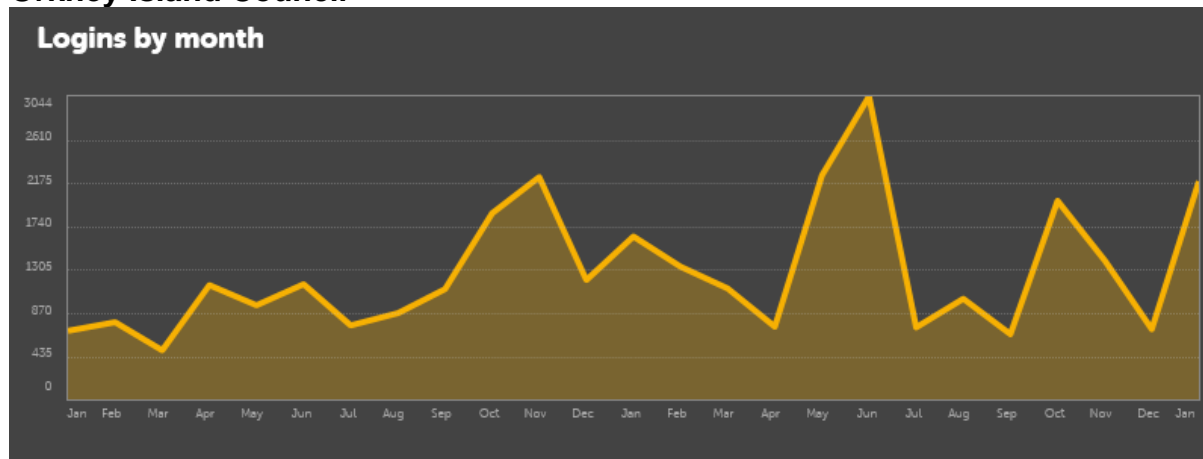


North Lanarkshire Council

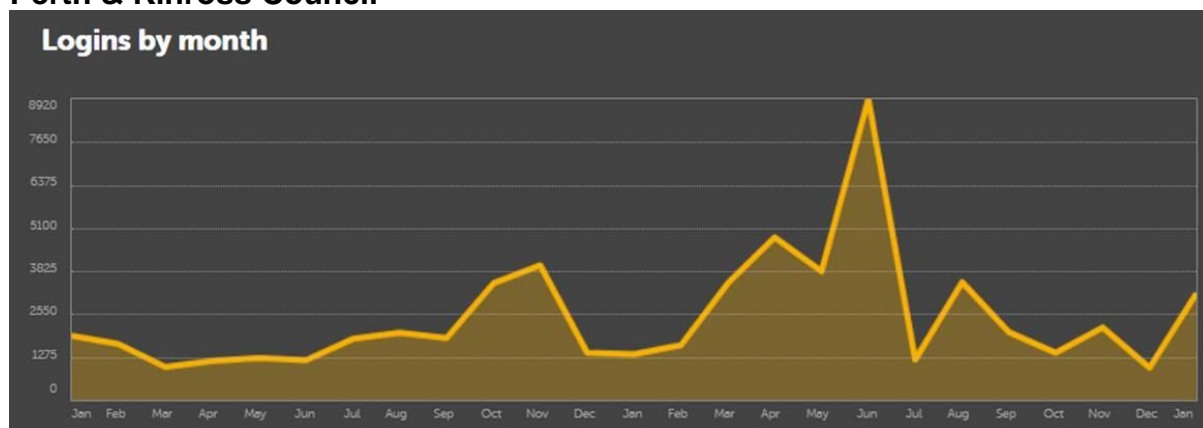
Council do not use Brightwave as LMS. Learning activity between June and December 2020 provided below, showing a similar increases in demand in 2020.

Type	Number of completions	Most popular topics
E-learning	17,627 course completions on LearnNL	<ul style="list-style-type: none"> - O365 learning pathways - Working from home resources - Free online resources - Mandatory learning
Webinars	789 attendees across all webinars offered	<ul style="list-style-type: none"> - Working from home effectively - Building resilience - Managing your remote team - Motivating your remote team - Running effective online meetings

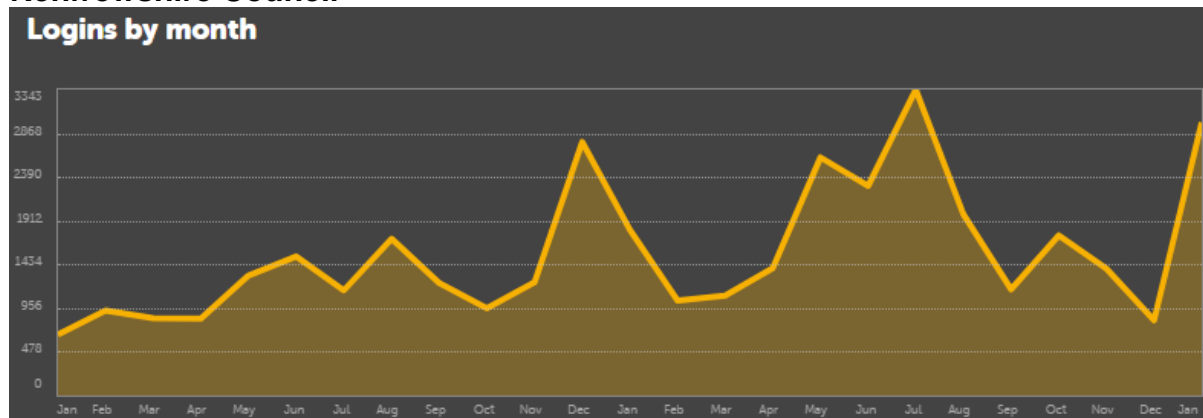
Orkney Island Council



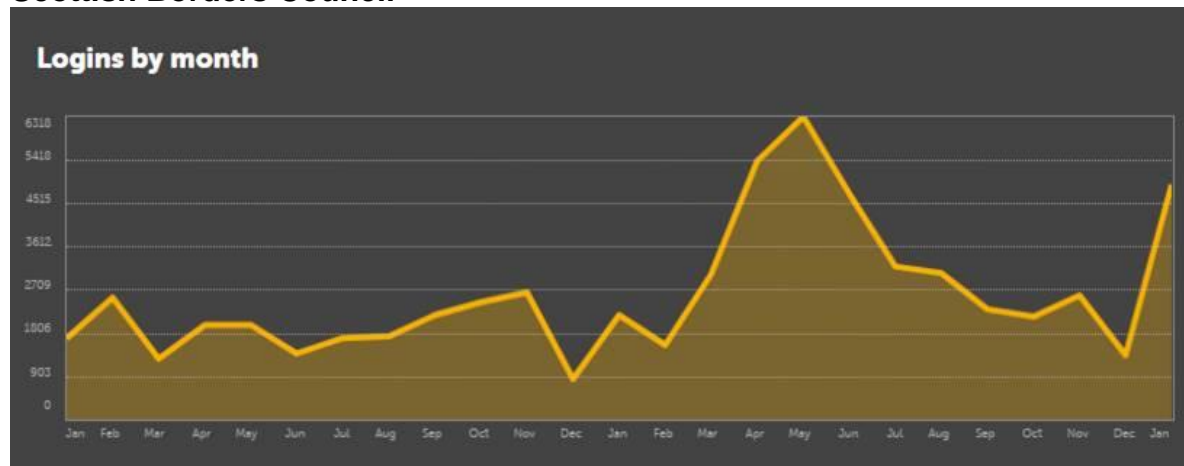
Perth & Kinross Council



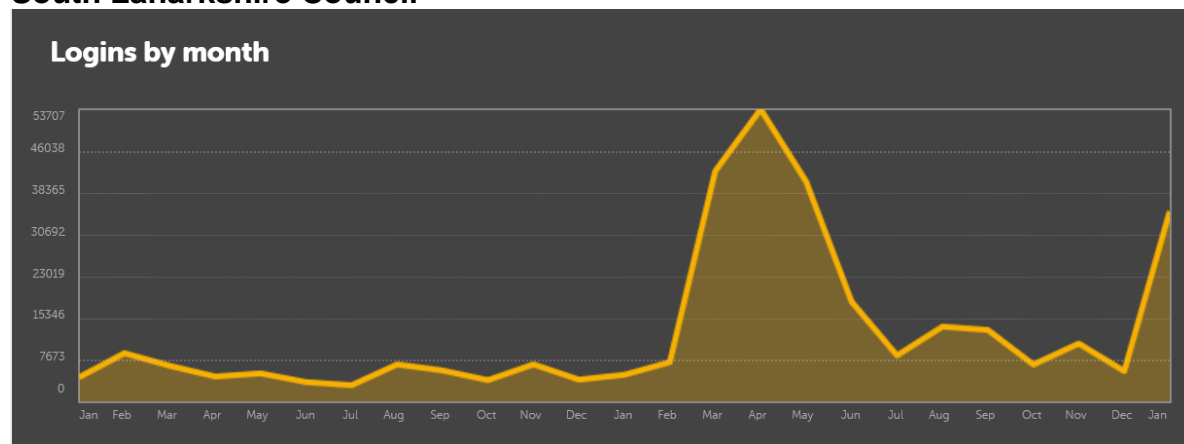
Renfrewshire Council



Scottish Borders Council



South Lanarkshire Council



Report

Report to: **Clyde Valley Learning and Development Joint Committee**
 Date of Meeting: **22 February 2021**
 Report by: **Service Manager, Learning and Development / Health and Safety, Glasgow City Council, Social Work Services/ Health and Social Care Partnership**
Chair of Clyde Valley Learning and Development Project Steering Group

Subject: **Promoting Positive Behaviour (PPB) - Development and Delivery Update**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update regarding the development and delivery of Promoting Positive Behaviour (PPB) training during the COVID-19 pandemic

2. Recommendation(s)

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

- (1) that the additional guidance issued to member councils regarding PPB delivery be noted; and
- (2) that the ongoing development of on-line learning opportunities to support the provision of PPB refresher training be noted.

3. Background

3.1. Promoting Positive Behaviour (PPB) training is the Clyde Valley owned staff training programme that addresses minimising and managing behaviours that challenge across our services. An important element of the course curriculum involves the demonstration and practice of a range of physical interventions. Significantly, there is a Clyde Valley wide governance structure in place overseeing the programme with local governance arrangements established within each council.

4. Development and Delivery of PPB Training During the COVID-19 Pandemic

4.1. Two very significant challenges have emerged regarding the ongoing delivery of PPB as a result of the pandemic:-

- ◆ how can we continue to deliver PPB?
- ◆ how do we manage to deliver the physical element of the training?

4.2. Guidance was developed by the Clyde Valley Social Care Group (CVSCG) and issued via the PPB Strategic Governance Group in May 2020. Working in an advisory capacity, the CVSCG made the following recommendations:-

- ◆ decisions relating to the delivery of PPB are governance matters and, therefore, advice should come from Local Governance Groups
- ◆ advice to go ahead with the training (including physical interventions), should be consistent with each council's risk assessments and contingency plans in relation to the virus
- ◆ in line with many regulatory bodies (e.g. Scottish Social Services Council, Health and Safety Executive and The Royal Environmental Health Institute of Scotland), the 18-month upper limit for refresh can be relaxed until further notice. This arrangement will be reviewed on a month-to-month basis
- ◆ as the position improves and the risk diminishes, the 18-month refresh cycle should be reinstated
- ◆ this change only applies to learners/trainers whose refresh deadline falls within the contingency period

4.3. Whilst this guidance has supported each council to consider PPB training delivery fit for local need, the Principal Trainers have been exploring alternative methods of training provision. As a result, on-line refresher training has been created for both Adult and Children Services. This offers a flexibility in the delivery of the theoretical component of PPB.

4.4. Where viable, the physical element of PPB can be refreshed in individual workplaces where resident staff are PPB trainers. Where that is not viable, theory-only refresh training can be provided. Routinely, certificates of participation are issued to participants once refresh training is completed. A theory-only certificate will be issued where the opportunity to refresh the physical elements of the course cannot be provided.

4.5. Progressing shared development of on-line options across the Clyde Valley supports the ongoing standardised approach taken to PPB. In the first instance, efforts are focused on developing refresh opportunities for PPB Trainers across the Clyde Valley. In addition, with Microsoft Teams being available in the Clyde Valley Councils, further opportunities to support each other and maximise attendance at on-line courses are available.

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

6.1. There are no financial implications.

7. Climate Change, Sustainability and Environmental Implications

7.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

8. Other Implications

8.1. There is a risk that staff are not provided with the appropriate PPB refresh training, however, the measures that have been put in place mitigate against this risk by providing alternative theory only refresh training where the physical element of the training can't be provided because of Covid restrictions.

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. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Tony Mackie

Service Manager, Learning and Development / Health and Safety, Glasgow City Council, Social Work Services/ Health and Social Care Partnership

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Steering Group

4 February 2021

Previous References

- ◆ 9 December 2019 - Clyde Valley Learning and Development Project – Evaluation of Promoting Positive Behaviour Programme

List of Background Papers

- ◆ None

Contact for Further Information

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

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