

# CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 5, South Lanarkshire Council Offices, Almada Street, Hamilton on 10 March 2008

## **Convener:**

Councillor Denis McKenna, South Lanarkshire Council

## **Councillors Present:**

East Dunbartonshire Council:	Jim Gibbons
East Renfrewshire Council:	Alan Lafferty
Glasgow City Council:	Tom McKeown
North Lanarkshire Council:	Bob Chadha

## **Councillors' Apologies:**

North Lanarkshire Council:	Jean Jones
Renfrewshire Council:	Lorraine Cameron
West Dunbartonshire Council:	May Smillie

## **Attending:**

### **Clerk's Office**

Robert McIlwain, Clerk; Stuart McLeod, Administration Officer

### **Project Implementation Group**

Margaret Capanni, East Dunbartonshire Council  
Mandy Watt, East Renfrewshire Council  
Vhairi Todd, Glasgow City Council  
Heather Liddle, North Lanarkshire Council  
Steven McNab, Renfrewshire Council  
Gill Bhatti and Gerry Farrell, South Lanarkshire Council

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 16 October 2007 were submitted for approval as a correct record.

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

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## **3 Position of Vice Convener**

**The Joint Committee decided:** that consideration of the appointment of the Vice Convener of the Joint Committee be continued to the next meeting.

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#### 4 Clyde Valley Learning and Development Project - Shared Services Progress Report

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A report dated 25 February 2008 by the Chair of the Project Implementation Group was submitted on progress of the Clyde Valley Learning and Development Project.

Progress in relation to phase 1 of the provision of training was as follows:-

- ◆ **First Aid** – Training was being delivered by Glasgow City Council Direct and Care Services (DACS) on behalf of the Clyde Valley Group. The training had been, and would continue to be, delivered at a variety of training venues throughout the Clyde Valley.

3 standard accredited courses (4 day, 2 day refresher and 1 day appointed person) were being delivered. Additional requests for bespoke First Aid training were also being accommodated eg foster carers. The average unit cost savings for the participating authorities were as follows:-

- ◆ 8.75% for the 4 day course
- ◆ 3% for the 2 day refresher course
- ◆ 12% for the appointed person training

31 courses had been run with a total number of 316 Clyde Valley employees trained.

- ◆ **Diversity and Equality** – The training package had now been developed and customised to reflect individual council requirements. Delivery of this first level training addressed each council's statutory requirements to deliver training in this subject area. The package was released to each council on 3 December 2007.

Negotiation on the purchase price had yielded a saving of 60% when compared to the single council purchase price. With the exception of East Dunbartonshire Council, all councils had signed up to use the Equality and Diversity e-learning package.

An evaluation of this training would be completed 3 months after the formal launch in each council.

- ◆ **Delivery of Vocational Qualifications (SVQs)** – The Sub-group set up to review the delivery of Vocational Qualifications had focused on quantifying benefits already realised from modernising delivery through use of new technology. A draft costing model had been produced to identify variable cost benchmarks and the extended use of online portfolio software had also been evaluated.

The analysis demonstrated that savings in the delivery of the Level 3 SVQ in Administration in 2007 had amounted to £45,195. This saving had been attributed directly to the shared approach identified by the Project Implementation Group.

Progress in relation to phase 2 of the provision of training was as follows:-

- ◆ **Accredited Management Training – Institute of Leadership and Management (ILM)** - A Sub-group, chaired by North Lanarkshire Council, had been set up to review and make recommendations for provision and delivery of ILM training and qualifications across the Clyde Valley. At this stage, it was clear that there was scope to match the overall demand requirements of the Clyde Valley against the available capacity from accredited providers. This should be achieved within existing resources of the Clyde Valley councils.

- ♦ **Management Development** - North and South Lanarkshire Councils, in partnership with Glasgow Caledonian University, had devised a new programme of management development training. The programme had now been launched in both councils and would be shared across the Clyde Valley.
- ♦ **Social Care** - The Scottish Social Services Learning Network (West) had expressed an interest in being associated with the Clyde Valley Group and work was under way to identify their priorities for learning and development. The Clyde Valley Group would be able to deliver training identified by the Network members through the secondment of an employee to support the project. The seconded post was being advertised.
- ♦ **Equality Training** - The first level training requirements had been adequately addressed by the Clyde Valley's e-learning package for diversity and equality. However, there was still a requirement to develop more specific materials for employees in specialised roles. A Sub-group had been established, chaired by South Lanarkshire Council, to review the existing provision and to share current practice and future requirements.
- ♦ **Training in the Management of Health and Safety – Institute of Occupational Safety and Health (IOSH) Accredited Training** - Renfrewshire Council was carrying out an online questionnaire to evaluate current provision and demand for IOSH accredited training across the Clyde Valley in association with the Society of Personnel Directors Scotland (SPDS) Health and Safety Group. On completion of this survey, Renfrewshire Council would lead discussions regarding delivery of this training on a partnership basis between the Clyde Valley councils.
- ♦ **Elected Member Training** - Initial discussions had taken place between the Project Manager and Glasgow City Council to identify training needs for elected members, current provision and development of materials. A Sub-group would be formed to consider opportunities to share in the development and delivery of elected member training.

During the course of the project, a number of councils and other public bodies had become aware of the Clyde Valley Group's work and had expressed an interest in becoming involved with the Group in some capacity. Specific interest had been noted from North and South Ayrshire Councils, Strathclyde Fire and Rescue and members of the Scottish Social Services Learning Network (West). The potential for expansion of the Group would be considered by the Clyde Valley Chief Executives' Forum in the near future.

The secondment of the Project Manager would be extended from 31 March 2008 to 31 March 2009. Further secondments were now being identified and advertised on a short-term basis for a period of between 3 and 6 months.

**The Joint Committee decided:**

- (1) that the progress achieved so far in relation to phase 1 of the project be noted;
- (2) that the feasibility work undertaken in relation to phase 2 of the project be noted; and
- (3) that the interest expressed by several other councils and organisations in participating in the work of the Project Implementation Group, either as formal members or as associate members, be noted.

*[Reference: Minutes of 16 October 2007 (Paragraph 5)]*

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## 5 Presentation on the Work of the Sub-Groups on Vocational Qualifications and Management and Supervisory Training

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The Project Manager and H Liddle of the Project Implementation Group gave a presentation on the work of the Sub-Groups on Vocational Qualifications and Management and Supervisory Training. The presentation covered:-

- ◆ governance and project management
- ◆ remit for Sub-groups
- ◆ progress of the Vocational Qualifications Sub-group
- ◆ progress of the Institute of Leadership and Management (ILM) Sub-group
- ◆ future actions

**The Joint Committee decided:** that the presentation on the work of the Sub-Groups on Vocational Qualifications and Management and Supervisory Training be noted.

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## 6 Clyde Valley Learning and Development Project - Shared Services Finance Report

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A report dated 25 February 2008 by the Chair of the Project Implementation Group was submitted on the funding arrangements for the Clyde Valley Learning and Development Project.

A grant of £560,435.78 had been formally awarded by the National Shared Services Board (NSSB) to the Clyde Valley Learning and Development Project in July 2007. The grant award would be payable on 31 March 2008 for both expenditure already incurred and for anticipated future expenditure.

Grant funding for the project had been paid to South Lanarkshire Council, on behalf of the Clyde Valley Learning and Development Project Implementation Group, through the Revenue Support Grant (RSG).

The allocation of grant monies was as follows:-

Employee costs	£289,395.78
Consultancy	£161,100.00
Software Development	£96,000.00
Training (Project Team)	£1,940.00
Re-training	£12,000.00
<b>Total allocation</b>	<b>£560,435.78</b>

The NSSB had advised that no further funding for the project would be available beyond the initial grant award. However, the Project Implementation Group was working to develop proposals which would ensure the continuation of the Project.

**The Joint Committee decided:** that the report be noted.

*[Reference: Minutes of 16 October 2007 (Paragraph 5)]*

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## 7 Date of Next Meeting

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**The Joint Committee decided:** that the next meeting of the Joint Committee be held on a suitable date in June 2008 with subsequent meetings being held on a quarterly basis.

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## **8 Urgent Business**

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There were no items of urgent business.