

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held via Microsoft Teams on 26 June 2023

Convener:

Councillor Lynsey Hamilton, South Lanarkshire Council

Councillors Present:

Glasgow City Council:	Anne McTaggart
Inverclyde Council:	Francesca Brennan (Vice Convener)
North Lanarkshire Council:	Angela Campbell

Councillor's Apology:

East Renfrewshire Council:	Andrew Anderson
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Attending:

Clerk's Office

Stuart McLeod, Administration Officer, South Lanarkshire Council

Treasurer's Office

Jackie Taylor, Treasurer; Aaron Irving, Finance Adviser, South Lanarkshire Council

Clyde Valley Learning and Development Project

Gerry Farrell, Project Manager

Project Steering Group

Gill Bhatti (Chair), South Lanarkshire Council
Pauline Cameron, East Renfrewshire Council
Alex Hughes, Inverclyde Council
Norma Lang, North Lanarkshire Council

Also Attending:

Audit Scotland

Pauline Murray, Senior Audit Manager; Donna Rigby, Trainee Auditor

1 Declaration of Interests

No interests were declared.

2 Changes in Membership of the Joint Committee and Project

A report dated 6 June 2023 by the Clerk was submitted on changes to the membership of the Clyde Valley Learning and Development Joint Committee and Clyde Valley Learning and Development Project.

As noted at the previous meeting of the Joint Committee held on 23 February 2023, Councillor Susan Kerr had replaced Councillor Lynsey Hamilton as a member and Convener of the Joint Committee for the duration of Councillor Hamilton's leave of absence.

Councillor Lynsey Hamilton had since returned from her period of leave and had replaced Councillor Susan Kerr as the South Lanarkshire Council member of the Joint Committee. Also, in terms of paragraph 3.6 of the Minute of Agreement for the Clyde Valley Learning and Development Project, Councillor Lynsey Hamilton had replaced Councillor Susan Kerr as the Convener of the Joint Committee.

It had also been noted at the previous meeting that Renfrewshire and Dundee City Councils had not yet reached a decision on their membership status of the Clyde Valley Learning and Development Project for 2023/2024.

Renfrewshire Council had since confirmed that it had changed its membership status of the Project from full member to participating member. Consequently, in terms of paragraph 3.2 of the Minute of Agreement, Renfrewshire Council was no longer entitled to appoint 1 of its members to the Joint Committee.

As a result, the number of full member councils represented on the Joint Committee had been reduced to 5 (East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire and South Lanarkshire Councils) which was the minimum number required for the Joint Committee to exist in terms of paragraph 12.2 of the Minute of Agreement.

Dundee City Council had since confirmed its continued participating membership status of the Project for 2023/2024.

The Minute of Agreement and the Standing Orders on Procedures of the Joint Committee would require to be updated, in light of the change to the full membership, and this would be the subject of a report submitted to the next meeting of the Joint Committee.

The Joint Committee decided:

- (1) that it be noted that Councillor Lynsey Hamilton had replaced Councillor Susan Kerr as the South Lanarkshire Council member and Convener of the Joint Committee;
- (2) that it be noted that Renfrewshire Council had changed its membership status of the Project from full member to participating member;
- (3) that it be noted that the Joint Committee was now represented by 5 full member councils (East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire and South Lanarkshire Councils); and
- (4) that it be noted that Dundee City Council had maintained its participating membership status of the Project for 2023/2024.

[Reference: Minutes of 23 February 2023 (Paragraph 2)]

3 Minutes of Previous Meeting

The minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 27 February 2023 were submitted for approval as a correct record.

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

4 Revenue Budget Monitoring 2022/2023 – Clyde Valley Learning and Development Joint Committee

A report dated 1 June 2023 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 19 May 2023 against budgeted expenditure for the Clyde Valley Learning and Development Joint Committee's revenue budget.

As reported to the meeting of the Joint Committee held on 23 February 2023, 13 councils had confirmed their membership position for 2023/2024. This had taken the membership contributions to £0.067 million, with Renfrewshire and Dundee City Councils yet to confirm their membership status. Both councils had since confirmed participating membership status for 2023/2024, contributing £0.004 million each, and resulting in total membership contributions of £0.075 million which formed the basis for the expenditure budget for 2023/2024.

In addition to the membership contributions, estimated training expenditure (£0.025 million) and the direct recharge of this to member councils (£0.025 million) had been included in the budget, resulting in a total expenditure and income budget of £0.100 million for 2023/2024.

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 23 February 2023 (Paragraph 5)]

5 Annual Governance Statement 2022/2023

A report dated 1 June 2023 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the Annual Governance Statement for 2022/2023 which would be included in the Joint Committee's 2022/2023 Annual Accounts.

The Joint Committee's Annual Governance Statement 2022/2023, which was attached as an appendix to the report, provided details of the systems for internal control which were in place to ensure a robust governance structure. For 2022/2023, the Treasurer's opinion was that reasonable assurance could be placed on the adequacy and effectiveness of the Joint Committee's framework of governance, risk management and control arrangements.

The Joint Committee decided: that the Annual Governance Statement, attached as an appendix to the report, which would be included in the Clyde Valley Learning and Development Joint Committee's 2022/2023 Annual Accounts, be approved.

6 Clyde Valley Learning and Development Joint Committee - Annual Audit Plan 2022/2023

The Joint Committee considered the Clyde Valley Learning and Development Joint Committee Audit Plan for 2022/2023, dated March 2023, submitted by the Joint Committee's external auditors, Audit Scotland. The Plan set out the audit work necessary to allow Audit Scotland to provide an independent auditor's report and meet the wider scope requirements of public sector audit.

The Plan was structured around the following areas:-

- ◆ introduction
- ◆ financial statements audit planning
- ◆ wider scope and Best Value
- ◆ reporting arrangements, timetable and audit fee
- ◆ other matters including independence and objectivity and audit quality

Details were given on key aspects of those areas.

The Joint Committee decided: that the report be noted.

7 2022/2023 Annual Report and Accounts – Clyde Valley Learning and Development Joint Committee

A report dated 13 June 2023 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the Annual Report and Accounts of the Joint Committee for the year ending 31 March 2023.

The Annual Report and Accounts, attached as an appendix to the report, detailed the revenue account and balance sheet to 31 March 2023 for the Joint Committee. The Accounts showed that the Joint Committee's total revenue expenditure had amounted to £0.081 million in 2022/2023 and had been met by income of £0.098 million. This had resulted in a £0.017 million surplus due to no expenditure being incurred against supplies and services which had a budget of £0.017 million.

After taking account of any accruals and commitments, a balance of £0.034 million had been left to be carried forward for use in future years.

The Annual Report and Accounts would be passed to the external auditor for consideration.

The Joint Committee decided: that the Annual Report and Accounts for the Clyde Valley Learning and Development Joint Committee for year ended 31 March 2023 be noted.

8 Urgent Business

There were no items of urgent business.

Convener's Closing Remarks

The Convener advised that this would be the last meeting that Gill Bhatti, Chair of the Project Steering Group, would be attending prior to her forthcoming retirement. The Convener, on behalf of the members of the Joint Committee, thanked Gill for her valuable contribution, assistance and advice to the Joint Committee over the years, and wished her well on her retirement.