

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

Friday, 29 November 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, 09 December 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

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

Substitutes

Lorraine Cameron, Elaine McSporran, Gladys Miller, Natasha Murphy

Copies to substitute members for information only

BUSINESS

1 Declaration of Interests

- 2 Minutes of Previous Meetings** 5 - 12
Minutes of the meetings of 10 June and 9 September 2019 submitted for approval as a correct record. (Copies attached)

Item(s) for Monitoring

- 3 Revenue Budget Monitoring 2019/2020 - Clyde Valley Learning and Development Joint Committee** 13 - 16
Report dated 11 November 2019 by the Accounting Officer (Treasurer) of the Clyde Valley Learning and Development Joint Committee. (Copy attached)

Item(s) for Decision

- 4 Membership and Funding for the Clyde Valley Learning and Development Project for 2020/2021** 17 - 22
Report dated 28 November 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group. (Copy attached)
- 5 Standing Orders on Procedures for the Clyde Valley Learning and Development Joint Committee** 23 - 34
Report dated 19 November 2019 by the Clerk to the Clyde Valley Learning and Development Joint Committee. (Copy attached)
- 6 Meeting Arrangements - 2020/2021** 35 - 36
Report dated 21 November 2019 by the Clerk to the Clyde Valley Learning and Development Joint Committee (Copy attached)

Item(s) for Noting

- 7 Certified Annual Accounts 2018/2019** 37 - 38
Report dated 27 September 2019 by the Clerk to the Clyde Valley Learning and Development Joint Committee. (Copy attached)
- 8 Clyde Valley Learning and Development Project – Evaluation of Promoting Positive Behaviour Programme** 39 - 46
Report dated 11 November 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group. (Copy attached)
- 9 Clyde Valley Learning and Development Project – Cost Savings from the Promoting Positive Behaviour Programme** 47 - 52
Report dated 12 November 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group. (Copy attached)

Urgent Business

- 10 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 in Committee Room 2, Council Offices, Almada Street, Hamilton on 10 June 2019

Convener:

Councillor Katy Loudon, South Lanarkshire Council

Councillors Present:

East Renfrewshire Council:	Colm Merrick (Vice Convener after item 2)
Inverclyde Council:	Martin Brennan
North Lanarkshire Council:	Angela Campbell

Councillors' Apologies:

Glasgow City Council:	Richard Bell and Elaine McSporran (Substitute)
Renfrewshire Council:	Jim Paterson and Lorraine Cameron (Substitute)

Attending:

Clerk's Office

Gordon Bow, Administration Manager, South Lanarkshire Council

Treasurer's Office

Amanda Murray, Finance Adviser, South Lanarkshire Council

Clyde Valley Learning and Development Project

Gerry Farrell, Project Manager

Project Steering Group

Pauline Cameron, East Renfrewshire Council
 Tony Mackie, Glasgow City Council
 Alex Hughes, Inverclyde Council
 Pauline McCafferty, North Lanarkshire Council
 Simon Hall and Lenore Robson, Renfrewshire Council
 Gill Bhatti (Chair), South Lanarkshire Council

Also Attending:

Dave Richardson, Senior Audit Manager, Audit Scotland

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 December 2018 were submitted for approval as a correct record.

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

3 Position of Vice Convener

The Joint Committee decided: that Councillor Colm Merrick, East Renfrewshire Council be appointed as the Vice Convener of the Joint Committee.

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

A report dated 24 May 2019 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 24 May 2019 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 10 December 2018 (Paragraph 3)]

Councillor Brennan entered the meeting during this item of business

5 Annual Governance Statement 2018/2019

A report dated 7 May 2019 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the Annual Governance Statement for 2018/2019 which would be included in the Joint Committee's 2018/2019 Annual Accounts.

The Joint Committee's Annual Governance Statement 2018/2019, 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 2018/2019, 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 2018/2019 Annual Accounts, be approved.

5 2017/2018 Annual Report and Accounts - Clyde Valley Learning and Development Joint Committee

A report dated 15 May 2018 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 2018.

The Annual Report and Accounts, attached as an appendix to the report, detailed the revenue account and balance sheet to 31 March 2018 for the Joint Committee. The Accounts showed that the Joint Committee's total revenue expenditure had amounted to £0.061 million in 2017/2018 and had been met by income of £0.062 million, resulting in a £0.001 million surplus. The surplus would be added to the revenue cash balance of £0.011 million from 2016/2017, leaving a balance of £0.012 million 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 2018 be noted.

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

A report dated 13 May 2019 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 2019.

The Annual Report and Accounts, attached as an appendix to the report, detailed the revenue account and balance sheet to 31 March 2019 for the Joint Committee. The Accounts showed that the Joint Committee's total revenue expenditure had amounted to £0.055 million in 2018/2019 and had been met by income of £0.057 million, resulting in a £0.002 million surplus. The surplus would be added to the revenue cash balance of £0.012 million from 2017/2018, leaving a balance of £0.014 million 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 2019 be noted.

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

A report dated 14 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted requesting approval of the revised Minute of Agreement for the Clyde Valley Learning and Development Project.

At its meeting on 10 December 2018, the Joint Committee had approved the issue of a draft Minute of Agreement for consultation by the full member councils. It was also agreed that, in the event that amendments were required to the Minute of Agreement, a further report would be submitted to the Joint Committee requesting approval of the amended Minute of Agreement prior to it being issued for signing.

The consultation exercise had been concluded and a summary of the amendments made to the Minute of Agreement was provided in the report. The revised Minute of Agreement was attached as Appendix 1 to the report and it was proposed that it be approved and circulated to full member councils for signing.

The Joint Committee decided:

- (1)** that the revised Minute of Agreement, amended as per the changes summarised 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.

[Reference: Minutes of 10 December 2018 (Paragraph 5)]

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

A report dated 14 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted requesting approval to maintain the current provision of First Aid training by invoking regulation 13(8) of the Public Contracts (Scotland) Regulations 2015.

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 at that time was Glasgow City Council's Direct and Care Services (DACs). 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.

Following a public procurement exercise carried out in May 2013, Cordia were successful in securing the contract to continue to provide First Aid training. Having delivered the contract for the initial 4 years, the contract extension had been activated in August 2017. Cordia had subsequently continued to deliver this contract on the same terms as those established in 2008. The contract was due to expire on 11 August 2019.

During 2018, the status of Cordia had changed, with the termination of the existing arm's-length organisation and its functions, staff and contracts returning to Glasgow City Council (Health and Social Care Partnership).

During the period that Cordia had delivered the First Aid training contract, there had 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. In addition, the provider had consistently demonstrated a creative and flexible approach, with many innovations being introduced proactively and also in response to evaluation and feedback from delegates and contract managers.

The Project Steering Group had been made aware that an opportunity existed to maintain continuity by using the same provider immediately following the completion of the current contract by invoking regulation 13(8) of the Public Contracts (Scotland) Regulations 2015 which permitted the contract to be secured by the Group without conducting a formal procurement exercise.

Glasgow City Council had the capacity to continue to provide First Aid training to member councils and had undertaken to continue to provide the 4 different courses at the delegate rates established in 2008.

Discussions had been held with the member councils that currently accessed the First Aid training and it was proposed that the Clyde Valley Learning and Development Project award a further contract to Glasgow City Council (Health and Social Care Partnership) for the provision of First Aid training and that both parties enter into a Service Level Agreement on the basis that the training was provided at the same rates established in 2008.

The Joint Committee decided:

- (1)** that the Clyde Valley Learning and Development Project award a contract to, and enter into a Service Level Agreement with, Glasgow City Council (Health and Social Care Partnership) to provide First Aid training on the basis of the existing and previous contracts; and
- (2)** that the contract be awarded to Glasgow City Council (Health and Social Care Partnership) by invoking regulation 13(8) of the Public Contracts (Scotland) Regulations 2015.

[Reference: Minutes of 9 December 2013 (Paragraph 7)]

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

A report dated 14 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted on the outcome of the restructured membership and funding model for 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 associated 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.

At its meeting on 10 December 2018, the current position, based on the confirmed intentions of councils, had been reported with a projected income of £74,000. It was also agreed that any residual funds obtained from membership contributions would be allocated to project work identified as priorities by the Project Steering Group and Social Care Group.

The membership of the Project for 2019/2020 had since been confirmed and included 6 full member councils. Details of the membership and income from membership contributions, totalling £90,750, were provided in Appendix 1 to the report.

The revised Joint Committee membership would comprise members and substitute members from the 6 full member councils. The Project Steering Group and the Social Care Group would be represented by officers from the 6 full member councils.

The Project Steering Group and the Social Care Group had discussed how the Project fund would be managed and disbursed and it had been agreed that specific project work which might incur costs would be identified, evaluated and prioritised based on overall benefit and need.

The cost of hosting the annual Promoting Positive Behaviour (PPB) Practitioners' Seminar at Glasgow City Halls on 25 June 2019 had been identified as an immediate priority and funding of £3,000 would be made available to cover the cost of staging the event.

Any unspent element of the funding at the end of each financial year would be carried forward for use in future years. The funding balance would be reviewed annually as part of the review of the funding model, membership structure and membership contributions.

The Joint Committee decided:

- (1)** that it be noted that the revised model of membership and funding had been well received by the Project's member councils;
- (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 would be allocated to appropriate projects by the Project Steering Group and the Social Care Group following consultation; and

- (4) that it be noted that the funding model, including balances, would be carried forward and the charging structure and level of membership would be reviewed annually.

[Reference: Minutes of 9 December 2013 (Paragraph 4)]

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

A report dated 15 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted on progress that had been made in delivering the e-Learning work plan.

E-learning was at the forefront of the Clyde Valley Learning and Development Project's activities and was co-ordinated and managed by the e-Learning Sub-group. The Sub-group, which had been re-established following the restructure of the Project, was led by representatives of the full member councils and attended by representatives of participating member councils.

The purpose of the Sub-group was to maximise the opportunities to share resources and develop best practice and a new work plan had been developed by the Project Steering Group to provide a focus for the Sub-group's work. The work plan would 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.

The revised work plan had been broken down under the following 5 objectives and an update in relation to each objective was provided in the report:-

- ◆ implementation of the Tessello Go shared learning platform
- ◆ improving course sharing (content wiki)
- ◆ skills development in authoring tools and techniques
- ◆ e-learning for “hard to reach” employees
- ◆ single sign-on (SSO) – a technique for use in organisations where multiple systems were used
- ◆ digital transformation

Achieving the objectives of the work plan would significantly benefit learners from all full member and participating member councils.

The Joint Committee decided:

- (1) that it be noted that the e-Learning Sub-group had been re-established and its revised membership comprised representatives from full member and participating member councils;
- (2) that it be noted that significant progress had been achieved in delivering the objectives of the e-Learning work plan; and
- (3) that it be noted that achieving the objectives of the e-Learning work plan would significantly benefit learners from all full member and participating member councils.

[Reference: Minutes of 11 June 2018 (Paragraph 9)]

11 Urgent Business

There were no items of urgent business.

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held by conference call on 9 September 2019

Convener:

Councillor Katy Loudon, South Lanarkshire Council

Councillor Present:

Inverclyde Council: Martin Brennan

Councillors' Apologies:

East Renfrewshire Council:	Colm Merrick
Glasgow City Council:	Richard Bell and Elaine McSporran (Substitute)
North Lanarkshire Council:	Angela Campbell
Renfrewshire Council:	Jim Paterson and Lorraine Cameron (Substitute)

Attending:

Clerk's Office

Stuart McLeod, Administration Officer, South Lanarkshire Council

Treasurer's Office

Lorraine O'Hagan, Finance Manager (Strategy), South Lanarkshire Council
Jackie Taylor, Head of Finance (Strategy), South Lanarkshire Council

Also Attending:

Dave Richardson, Senior Audit Manager, Audit Scotland

Quorum

In the absence of a quorum, the Clerk advised members of the Joint Committee that the meeting would not proceed.

Following discussion regarding the audited annual accounts for 2018/2019, which required to be approved by the Joint Committee and signed by the Convener and Treasurer no later than 30 September 2019, the Clerk undertook to obtain advice from the Head of Administration and Legal Services, South Lanarkshire Council, as to whether a further meeting of the Joint Committee required to be convened or if approval from members of the Joint Committee could be sought in writing.

The Clerk advised that he would make the appropriate arrangements dependent on the advice provided by the Head of Administration and Legal Services.

Report

3

Report to: **Clyde Valley Learning and Development Joint Committee**
 Date of Meeting: **9 December 2019**
 Report by: **Accounting Officer (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 8 November 2019 for Clyde Valley Learning and Development Joint Committee

2. Recommendation(s)

2.1. The 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 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 the Clyde Valley Learning and Development Joint Committee on Appendix A.

4. Employee Implications

4.1. None

5. Financial Implications

- 5.1. As at 8 November 2019, there is a breakeven position against the phased budget to date.

6. Other Implications (Including Environmental and Risk Issues)

- 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
Accounting Officer (Treasurer)

11 November 2019

Previous References

- ◆ Clyde Valley Learning and Development Joint Committee, 10 December 2018
- ◆ Clyde Valley Learning and Development Joint Committee, 10 June 2019

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 8 November 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 8 November 2019 (No.8)

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 8/11/19	Actual 8/11/19	Variance 8/11/19	% 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	48	48	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	48	48	0	-	0.0%
Total Controllable Inc.	(116)	(116)	0	(48)	(48)	0	-	0.0%
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:	9 December 2019
Report by:	Chair of Clyde Valley Learning and Development Project Steering Group

Subject:	Membership and Funding for the Clyde Valley Learning and Development Project for 2020/2021
----------	---

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Joint Committee on the projected membership and funding for the Clyde Valley Learning and Development Project for 2020/2021

2. Recommendation(s)

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

- (1) that it be noted that six Full Member Councils have confirmed their continued participation in the Project along with seven Participating Members;
- (2) that it be noted that based on confirmed membership renewals, the agreed criteria for maintaining a viable Project of five Full Member Councils and £59,000 of funding has been exceeded;
- (3) that it be noted that there is a confirmed level of income for 2020/2021 of £72,000 and that discussions are ongoing with remaining Members regarding their membership requirements; and
- (4) that the existing level of membership fees (paragraph 3.4) be retained at their current levels for 2020/2021 (paragraph 6.7).

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.
- 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 (CVLDG) 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

4. Current Position

- 4.1. The agreed criteria in the paper of 11 June 2018, for maintaining a viable project had been set at a minimum of five Full Members, with a minimum income of £59,000 per year.
- 4.2. Running the first year with this new membership and fee structure, provided a risk and a challenge for the Joint Committee to set a fair and realistic membership fee structure that would allow both critical criteria to be met.
- 4.3. Nonetheless in the period from 1 April 2019 to 31 March 2020 the uptake in membership and consequent fee income exceeded both minimum levels. In summary, the 2019/2020 position is as follows:-
 - ◆ 6 Full Members
 - ◆ 11 Participating Members
 - ◆ 2 Procurement Members
- 4.4. The total income from this membership structure was therefore £90,750, resulting in a residual project fund for the year of £29,750, after deducting the required external audit fee of £2,000.
- 4.5. Feedback from Member Councils taking up membership indicated that the decision to retain their membership was primarily based on the following factors:-
 - ◆ commitment to the programme and its benefits
 - ◆ the Social Care Group's agenda and activities
 - ◆ access to the Promoting Positive Behaviour programme
 - ◆ the continuing contract for the CVLDG's learning platform (Brightwave)
 - ◆ participation in the e-Learning Sub Group

5. Utilisation of Funds.

- 5.1. The Project Steering Group and the Social Care Group continue to monitor the project fund and its utilisation.
- 5.2. Three specific projects were identified for 2019/2020 by the two governance groups. These were:-
 - ◆ the cost of hosting the annual PPB Practitioners' Seminar at Glasgow City Halls (estimated to be £1,400)
 - ◆ the commission to evaluate the PPB programme (£12,000)
 - ◆ investment in skills development for e-learning (costs still being finalised - sections 5.3 - 5.5).

- 5.3. The last of these projects is linked to one of the e-Learning Sub Group's work plan objectives to increase capacity through skills development. The importance of this project has been brought into sharp focus by the existing contract with the Group's Learning Management System provider (Brightwave) moving into its final years. This will result in the withdrawal of Brightwave's proprietary e-learning authoring tool (BILD), as well as the Group's primary means of sharing content.
- 5.4. Brightwave was asked to carry out an exercise to review current practice across the Group to establish which other authoring tools might be in use. In addition, they were asked to make recommendations as to which would best fit the Group's needs.
- 5.5. It is on this basis that preliminary costings have been sought from three training providers and it is anticipated that it should be possible to commission some skills training in one of the recommended products which could be accessed by Full and Participating Member Councils.
- 5.6. As previously reported, should any element of the funding not be spent in the current year, the funds will be transferred to the Balance Sheet for use in future years.

6. Projected Membership and Membership Fees for 2020/2021

- 6.1. All the current Members have been contacted with a view to establishing their membership intentions for the coming year. The decision to retain membership is subject to internal approval for all categories of membership.
- 6.2. As at 28 November 2019, the position regarding membership commitments has not yet been finalised, due to not all Members having confirmed their membership requirements for 2020/2021. Discussions will continue with these Members to allow the position to be finalised before the start of the new financial year.
- 6.3. To date, written commitments to retain their current membership category have been received from the following:-
- ◆ 6 Full Members
 - ◆ 7 Participating Members
- 6.4. On the basis of the commitments received, all six of the current Full Members will retain their membership and Project Governance role through the Joint Committee, Project Steering Group and Social Care Group.
- 6.5. Income from fee membership next year currently stands at £72,000 (illustrated in Appendix 1, Table 1), resulting in a projected income of £11,000, after deducting the required external audit fee of £2,000.
- 6.6. As discussions are still ongoing regarding the final memberships for 2020/2021, 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.
- 6.7. Communications and discussions will continue with Member Councils who have not yet reached a firm decision on next year's membership, and a verbal update on the position will be provided to the Joint Committee at its meeting on 9 December 2019. The list of current Members who have yet to commit to membership renewal is shown in Appendix 1 Table 2.

7. Employee Implications

- 7.1. 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.
- 7.2. 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.

8. Financial Implications

- 8.1. The Project's projected income for 2020/2021 is currently £72,000 as all Members have not yet confirmed their required membership for 2020/2021. However, should any further Members continue their 2019/2020 level of membership into 2020/2021, this income will increase.
- 8.2. The acceptance of the new model and financial structure introduced last year indicates that Members believe the level of the new fee structure is acceptable and continues to represent a fairer distribution of Project costs.
- 8.3. Any unspent element of the 2019/2020 funding 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.

9. Other Implications (Including Environmental and Risk Issues)

- 9.1. 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.
- 9.2. There are no implications for sustainability in terms of the information contained in this report.

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

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Steering Group

28 November 2019

Previous References

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

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 2020/2021

Table 1: Confirmed Contributions as at 28 November 2019

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
Orkney	Participating	Participating	£3,000
Scottish Borders	Participating	Participating	£3,000
Falkirk	Participating	Participating	£4,000
Clackmannanshire	Participating	Participating	£3,000
Angus	Participating	Participating	£4,000
Dundee	Participating	Participating	£4,000
Perth and Kinross	Participating	Participating	£4,000
Total			£72,000

Table 2: Councils Yet to Confirm Membership/Contributions as at 28 November 2019

Council	Previous Membership Status	New Membership Status	Potential Contribution
East Dunbartonshire	Participating	To be decided	£3,000
West Dunbartonshire	Participating	To be decided	£4,000
City of Edinburgh	Participating	To be decided	£6,000
Argyle and Bute	Participating	To be decided	£3,000
Dumfries and Galloway	Procurement	To be decided	£1,500
East Lothian Council	Procurement	To be decided	£1,250
Total			£18,750

Report

5

Report to: **Clyde Valley Learning and Development Joint Committee**
 Date of Meeting: **9 December 2019**
 Report by: **Clerk to the Clyde Valley Learning and Development Joint Committee**

Subject: **Standing Orders on Procedures for the Clyde Valley Learning and Development Joint Committee**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ request approval of the updated Standing Orders on Procedures for the Joint Committee

2. Recommendation(s)

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

- (1) that the updated Standing Orders on Procedures for the Clyde Valley Learning and Development Joint Committee, as attached at Appendix 1, be approved.

3. Background

- 3.1. At its inaugural meeting held on 16 October 2007, the Joint Committee approved its procedural arrangements which included the Standing Orders on Procedures. The Standing Orders on Procedures have since remained unchanged.
- 3.2. The Standing Orders on Procedures made reference to the Minute of Agreement, however, at its meeting held on 10 June 2019, the Joint Committee had approved a revised Minute of Agreement for the Clyde Valley Learning and Development Project.
- 3.3. Arrangements had since been made for the Member Councils to sign the revised Minute of Agreement and there had been a requirement to update the Standing Orders on Procedures to ensure that the cross references to the Minute of Agreement were accurate.

4. Updates to the Standing Orders on Procedures

- 4.1. The Standing Orders on Procedures made a number of references to the Minute of Agreement at Standing Order No 1, "Definitions", and the references within the Standing Orders have been updated to reflect the revised Minute of Agreement.
- 4.2. A copy of the revised Standing Orders on Procedures is attached as Appendix 1 to the report.

5. Financial Implications

- 5.1. There are no financial implications.

6. Other Implications (Including Environmental and Risk Issues)

- 6.1. There are no implications for risk or sustainability in terms of the information contained within 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.

Paul Manning

Clerk to the Clyde Valley Learning and Development Joint Committee

19 November 2019

Previous References

- ◆ 16 October 2007
- ◆ 10 June 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

Standing Orders on Procedures

of the Clyde Valley

Learning and Development Joint Committee

**Standing Orders
of the
Clyde Valley Learning and Development Joint Committee**

Standing Order	Subject	Page
1	Definitions	3
2	Applying the Interpretation Act	3
3	First Meeting After Appointment of Members	3
4	Ordinary Meetings	3
5	Special Meetings	3
6	Notice of Meetings	4
7	Quorum	4
8	Sederunt and Apologies	4
9	Minutes of Meetings	4
10	Access for the Public and Press	5
11	Order of Business	5
12	Convener - Powers and Duties	5
13	Form of Notice of Motion	6
14	Failure to Move Motion After Notice Has Been Given	6
15	Changing a Decision	6
16	Motions - Procedures	6
17	How Motions Must be Presented	6
18	Time Limit of Speeches	6
19	General Conduct	7
20	Adjourning Meetings	7
21	Method of Voting	7
22	Questions	7
23	Declaration of Interests by Members	8
24	Voting on Appointments	8
25	Changes to Standing Orders	8
26	Deputations	8
27	Delegating to Sub-Committees	9
28	Application of Standing Orders to Sub-Committees	9
29	Substitute Members and Specialist Advisers	9
30	Delegations to Officers	9

STANDING ORDERS OF THE CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

PRELIMINARY

DEFINITIONS

1. In the Standing Orders the following words and expressions have the following meanings:-

“Clerk” means the Clerk to the Joint Committee appointed in terms of paragraph 1 of the Minute of Agreement for the Clyde Valley Learning and Development Project;

“Full Member” means any of the Councils of East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire, Renfrewshire and South Lanarkshire, with South Lanarkshire Council acting as lead authority;

“Convener” means the Convener of the Joint Committee appointed under paragraph 3.6 of the Minute of Agreement;

“Vice-Convener” means the Vice-Convener of the Joint Committee appointed in terms of paragraph 3.6 of the Minute of Agreement;

“Joint Committee” means the Committee established by the Full Member Councils to regulate the delivery of the Clyde Valley Learning and Development Project;

“Member” means a person appointed by any of the Full Member Councils from their own number to be a member of the Joint Committee in terms of paragraphs 3.2 to 3.4 of the Minute of Agreement; and

“Accounting Officer” means the Accounting Officer appointed in terms of paragraph 1 of the Minute of Agreement.

APPLYING THE INTERPRETATION ACT

2. The Interpretation Act 1978 will apply to these Standing Orders.

JOINT COMMITTEE MEETINGS

FIRST MEETING AFTER APPOINTMENT OF MEMBERS

3. In a year in which an ordinary election of councillors for the local government election area of each Full Member Council is held, the Joint Committee shall hold a meeting on the date and at the time and place to be agreed by the Clerk in consultation with the Convener. At this meeting, or at any adjournment of it, the Joint Committee shall confirm the appointment of the Convener and elect a Vice Convener.

ORDINARY MEETINGS

4. The Joint Committee shall meet from time to time as determined by the Joint Committee but shall meet not less than 2 times in each financial year. The dates, times and places for ordinary meetings of the Joint Committee shall be decided by the Joint Committee.

SPECIAL MEETINGS

5. A special meeting of the Joint Committee may be called at any time by the Clerk on being requested in writing to do so:
 - (a) by the Convener; or
 - (b) if at least 3 Members request a meeting specifying the business to be transacted.

Any special meeting shall be held within 14 days from the date when the Clerk receives a written request and at the time and place specified by the Clerk in consultation with the Convener.

NOTICE OF MEETINGS

6.
 - (a) All meetings shall be called by (i) a notice published at least 3 clear days before the meeting of the Joint Committee by the Clerk giving the time and place of the intended meeting and, where the meeting is called by Members of the Joint Committee, the notice shall be signed by those Members and shall specify the business proposed to be transacted; and (ii) a summons to attend the meeting specifying the business to be transacted which shall, at least 3 clear days before the meeting of the Joint Committee, be left at or sent by post to the usual place of residence of every Member of the Joint Committee or to such other address as any Member may notify.
 - (b) Any summons issued under paragraph 6(a) must give a note of the order for dealing with the business at the meeting. No other business may be dealt with unless it is brought before the Joint Committee by the Convener as a matter of urgency under paragraph 6(c). However, if a meeting is called because of a request from Members, only business listed in the request may be dealt with.
 - (c) In the event that 3 clear days notice is not given for an item, it may be considered at the meeting if the Convener rules that there are special reasons why it is a matter of urgency. The Convener must give those reasons. The item must be made known at the start of the meeting.
 - (d) If a summons is not served on any Member the meeting shall still be valid.

QUORUM

7.
 - (a) The quorum of the Joint Committee shall be at least 3 Members. If 10 minutes after the time stated in the summons to attend a meeting or at any stage during a meeting a quorum is not present, the meeting shall stand adjourned until such time and date as may be determined by the Clerk, in consultation with the Convener. The Clerk shall minute the reason for the adjournment of the meeting.
 - (b) If less than a quorum of the Joint Committee is entitled to vote on an item because of a declaration of an interest by a Member under Section 5 of the Councillors' Code of Conduct, that item cannot be dealt with at the meeting.

SEDERUNT AND APOLOGIES

8. The names of the Members present at a meeting of the Joint Committee shall be recorded. Members who intimate their apologies for their non-attendance at a Joint Committee meeting to the Clerk before the meeting shall have their apologies recorded in the Minute.

MINUTES OF MEETINGS

9. The Clerk shall minute all Joint Committee meetings. The Minutes shall record the names of the Members who attended the meeting. They shall then be printed and, as far as possible, circulated to Members at least 3 clear days before the next ordinary meeting of the Joint Committee. They shall be presented and corrected if necessary. If they are held to be a true record of the proceedings of the meeting they relate to, the person chairing the meeting to which they are presented shall sign them.

ACCESS FOR THE PUBLIC AND PRESS

10. (a) Except where the standing order says otherwise, every meeting of the Joint Committee and any of its sub-committees will be open to the public (including the press).
- (b) The Joint Committee may keep any members of the public out of a meeting or cause them to leave, if they are hindering or are likely to hinder the work of the Joint Committee. If a member of the public interrupts any meeting, the Convener may warn that person. If they continue the interruption, the Convener may order the person to be removed from the Joint Committee's meeting room. If there is general disturbance in any part of the meeting room that is open to the public, the Convener may order that part to be cleared.
- (c) The public and press shall be kept out of a Joint Committee meeting if an item of business is confidential. The Joint Committee does not have to give out information under the Local Government (Access to Information) Act 1985.
- (d) The Joint Committee may decide to keep the public and press out of a meeting when an item of business is defined as 'exempt' in terms of the Local Government (Access to Information) Act 1985.
- (e) It will be for the Joint Committee to determine in advance whether it will allow the taking of photographs or access for radio or television broadcasting.

ORDER OF BUSINESS

11. The business of the Joint Committee at ordinary meetings shall take place in an order determined by the Clerk in consultation with the Convener.

The Convener may alter the order of business to facilitate the conduct of the meeting.

CONVENER - POWER AND DUTIES

12. (a) The Convener shall chair any Joint Committee meeting if he or she is present.
- (b) In the event that the Convener is absent from a Joint Committee meeting the Vice-Convener shall chair the meeting.
- (c) In the event that the Convener and Vice-Convener are absent, another Member (chosen by the Members present) shall chair the meeting. The Chair shall have the same powers and duties as the Convener in relation to a meeting and its business.
- (d) Deference shall at all times be paid to the authority of the Convener.
- (e) The Convener must keep order and make sure that Members have a fair hearing.
- (f) The Convener shall decide all matters of order, competency and relevancy and his/her ruling shall be final and shall not be open for discussion.

- (g) In the event that 2 or more Members want to speak, the Convener shall decide which Member shall be first.
- (h) The Convener shall be entitled, in the event of disorder arising at any meeting, to adjourn the meeting to any other time or day that he/she may fix at the time or afterwards. In these circumstances, by simply vacating the chair, the Convener shall adjourn the meeting.
- (i) The Convener shall decide all questions of procedure for which no express provision is made under Standing Orders.

FORM OF NOTICE OF MOTION

- 13. Every notice of motion shall be in writing, signed by the Member of the Joint Committee giving the notice and counter-signed by one other Member. A notice of motion which has not been received by the Clerk at least 14 days prior to the date of any meeting of the Joint Committee shall not be specified in, or transmitted with, the summons calling such meeting.

FAILURE TO MOVE MOTION AFTER NOTICE HAS BEEN GIVEN

- 14. If a motion which is specified in the summons calling the meeting is not moved by the Member who has given the notice or by some other Member on his/her behalf when it comes to be considered, it shall, unless postponed by leave of the Joint Committee, be considered as withdrawn and shall not be moved without further notice.

CHANGING A DECISION

- 15. A decision we have made cannot be changed within 6 months unless the Convener rules that there has been a material change of circumstances.

MOTIONS - PROCEDURES

- 16. (a) All motions and amendments must be proposed by someone and seconded by someone else. If the Convener thinks it is appropriate, the motion must be put in writing and handed to him or her before any vote is taken. If the motion is to approve or disapprove a motion, it does not have to be put in writing. Amendments or motions that propose that we consider a report again and motions and amendments that are fully set out in committee minutes also do not need to be in writing.
- (b) Every amendment must be relevant.
- (c) The person who proposed a motion or amendment can withdraw it if he or she gets permission from the person who seconded it.
- (d) We will consider a motion to approve a report or minutes as an original motion. We will deal with any motion that involves changing or rejecting a report or minute as an amendment.
- (e) We will not discuss motions or amendments that are not seconded and we will not put them in the minutes. But the person who proposed it can have his or her disapproval recorded in the following way "Councillor X, as the mover of a motion or amendment which failed to find a seconder, asked that his or her dissent be recorded".

HOW MOTIONS MUST BE PRESENTED

- 17. If we need to deal with a motion and two or more amendments, the last amendment to be put forward will be put against the amendment immediately before it. The amendment which is successful will be put against the next amendment and so on until only one amendment is left. We will then use this amendment against the original motion and then take a vote.

TIME LIMIT OF SPEECHES

18. The mover of a motion or amendment shall not speak for more than 5 minutes. Any succeeding speaker shall not speak for more than 5 minutes. The mover of the original motion shall have the right to speak for 5 minutes in reply. The foregoing limits of time may be exceeded with the consent of the majority of the Members present and it shall be competent for the Convener to determine - without the necessity of taking a division - whether the consent of the Members present had been obtained to the foregoing limits of time being exceeded.

GENERAL CONDUCT

19. (a) All members must comply with the requirements of The Councillors' Code of Conduct and associated regulations and guidance as issued by the Standards Commission for Scotland.
- (b) If any member at any meeting behaves offensively or is uncooperative, a motion may be proposed and seconded to suspend the member for the rest of the meeting. If the motion is carried, the member must immediately leave the meeting. There will be no discussion of the motion and no changes to it.

ADJOURNING MEETINGS

20. (a) We can adjourn any meeting for a reasonable time. We will do this if:-
- ◆ the Convener says so; or
 - ◆ a member proposes it, another seconds it and the members vote in favour of it.
- There will be no amendments or discussion.
- (b) Nobody can make a second motion to adjourn a meeting within half an hour except the Convener.

METHOD OF VOTING

21. (a) In a Joint Committee meeting we can vote on any matter by:-
- ◆ using the electronic voting system;
 - ◆ calling the roll;
 - ◆ ballot; or
 - ◆ a show of hands.
- The Convener will decide which method is most appropriate.
- Any member can object and ask for the vote to be taken by calling the roll. If at least a third of the members present agree, then the vote will be taken by roll call.
- (b) Unless the law or these Standing Orders say otherwise, all questions will be decided by a majority of the members present and voting.
- (c) If there is an equal number of votes, the Convener will have the deciding vote.

QUESTIONS

22. (a) At any Joint Committee meeting, a member can ask the Convener a question about any relevant business not already on the agenda for the meeting. The member must have given the question to the Clerk 10 clear days before the meeting.
- (b) A member can ask the Convener a question about any matter which is on the agenda for that meeting without giving any notice.
- (c) If the Convener rules that the question is out of order, the question will not be answered.
- (d) There will be no discussion about any questions or answers brought in this way.

DECLARATION OF INTERESTS BY MEMBERS

23. Any Member who, in terms of the Councillors' Code of Conduct has an interest (whether financial or non-financial) in a matter which requires declaration and is present at a meeting of the Joint Committee at which such matter is the subject of consideration, shall declare that interest as soon as practicable at the meeting where that interest arises. The declaration shall begin with the words "I declare an interest". If, in terms of the Councillors' Code, the nature of the interest has the effect of prohibiting any participation in discussion and voting on the matter, the Member shall leave the meeting room until discussion of the item of business is concluded.

VOTING ON APPOINTMENTS

24. (a) In the case of an appointment of a Member to a particular office or sub-committee of the Joint Committee where only 1 vacancy requires to be filled, and there are only 2 candidates, a vote shall be taken between these candidates and the one receiving the majority of votes shall be declared duly appointed.
- (b) (i) If there are more than 2 candidates, a vote shall be taken among all the candidates, each Member being entitled to vote for only 1 candidate. If this vote has been taken, any candidate has an absolute majority of the members present and voting, such candidate shall be declared duly appointed.
- (ii) If no candidate has such a majority, the name of the candidate having the fewest number of votes shall be struck off the list of candidates. In second and subsequent votes the same course as that prescribed with reference to the first vote shall be followed until 1 of the candidates obtains the votes of a majority of the Members present and voting when he/she shall be declared duly appointed or until the candidates are reduced to 2, when a final vote shall be taken and the candidate who receives a majority of the votes shall be declared appointed. If on any vote, 2 or more candidates at the bottom of the list have an equal number of votes, the meeting shall decide which of these candidates shall be struck off the list.
- (c) In the case of an appointment of a Member to a particular office or sub-committee of the Joint Committee, where more than 1 vacancy requires to be filled and there are more candidates than vacancies, each vacancy shall be filled separately following the voting procedure prescribed at (b) above.
- (d) In the case of an appointment of an officer, the Joint Committee shall follow the procedures prescribed at (a) and (b) above or such other procedures as are agreed by the Joint Committee prior to the appointment.

CHANGES TO STANDING ORDERS

25. Our Standing Orders can only be suspended, changed or abolished at a Joint Committee meeting if 2/3 of the members at the meeting agree.

DEPUTATIONS

26. Any written request received by the Clerk that a deputation be received by the Joint Committee on a particular matter shall be referred in the first instance to the Convener. Should the Convener consider that the matter raised by the deputation is one which is competent and relevant for the Joint Committee to determine, the written request shall be placed on the agenda of the first appropriate meeting of the Joint Committee. Thereafter, the Joint Committee may make arrangements for hearing the deputation at a subsequent meeting of the Joint Committee. In the event of the Joint Committee agreeing that arrangements be made to hear a deputation the following provisions shall apply:-

- (a) the deputation shall not exceed 3 in number;
- (b) representatives of the deputation may speak for a total of no more than 10 minutes, unless the Convener otherwise permits; and
- (c) it shall be competent for Members to put to the deputation only questions relevant to the subject of the deputation.

SUB-COMMITTEES

DELEGATING TO SUB-COMMITTEES

27. (a) The Joint Committee may establish sub-committees to ensure the effective operation of the Joint Committee and may determine the quorum, terms of reference and delegate to any such sub-committees.
- (b) The Joint Committee shall appoint the Convener of any sub-committee. If the Convener is absent, the Members present shall appoint someone from amongst themselves to chair the meeting.

APPLICATION OF STANDING ORDERS TO SUB-COMMITTEES

28. These Standing Orders shall apply to any sub-committees established under standing order 27.

SUBSTITUTE MEMBERS AND SPECIALIST ADVISERS

29. (a) Each Full Member Council may appoint a substitute member to attend meetings of the Joint Committee in the absence of the appointed member. Where both the nominated member and substitute member are present, only the nominated member will have the right to vote on any matter before the Joint Committee.
- (b) The Joint Committee may invite other persons from appropriate bodies to attend meetings of the Joint Committee in an advisory capacity. Any person attending in this capacity will have no entitlement to vote on any matter before the Joint Committee.

SCHEME OF DELEGATION TO OFFICERS

DELEGATIONS TO OFFICERS

30. The officers of the Joint Committee are authorised to use the delegated powers granted to them by the Joint Committee or as set out in a Scheme of Delegation from time to time approved by the Joint Committee.

Report

6

Report to: **Clyde Valley Learning and Development Joint Committee**
 Date of Meeting: **9 December 2019**
 Report by: **Clerk to the Clyde Valley Learning and Development Joint Committee**

Subject: **Meeting Arrangements – 2020/2021**

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 2020/2021

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 8 June 2020
- ◆ Monday 7 September 2020
- ◆ Monday 22 February 2021

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 2020 as follows:-

- ◆ Monday 8 June 2020 at 2.00pm within South Lanarkshire Council Offices, Almada Street, Hamilton
- ◆ Monday 7 September 2020 at 2.00pm by Conference Call
- ◆ Monday 22 February 2021 at 2.00pm within South Lanarkshire Council Offices, Almada Street, Hamilton

4. Employee Implications

4.1. There are no employee implications.

5. Financial Implications

5.1. There are no financial implications.

6. Other Implications (Including Environmental and Risk Issues)

- 6.1. There are no implications for risk or sustainability in terms of the information contained within 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.

Paul Manning

Clerk to the Clyde Valley Learning and Development Joint Committee

21 November 2019

Previous References

- ◆ 10 December 2018

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

Report to: **Clyde Valley Learning and Development Joint Committee**
 Date of Meeting: **9 December 2019**
 Report by: **Clerk to the Clyde Valley Learning and Development Joint Committee**

Subject: **Certified Annual Accounts 2018/2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ note the action taken in approving the audited Annual Accounts for 2018/2019 for signing by the Convener and Treasurer

2. Recommendation(s)

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

- (1) that it be noted that the audited Annual Accounts for the Clyde Valley Learning and Development Joint Committee for 2018/2019 had been signed by the Convener and Treasurer prior to the deadline of 30 September 2019.

3. Background

- 3.1. A report requesting approval of the audited Annual Accounts for 2018/2019 for signature by the Convener and Treasurer had been included on the agenda of the Joint Committee meeting scheduled to be held on 9 September 2019. However, in the absence of a quorum, the meeting had not been able to proceed.
- 3.2. There was an informal discussion between those present regarding the requirement for the audited annual accounts to be signed by the Convener and Treasurer, no later than 30 September 2019, and the Clerk undertook to obtain advice from the Head of Administration and Legal Services, South Lanarkshire Council, as to whether a further meeting of the Joint Committee required to be convened, or if approval from members of the Joint Committee could be sought in writing.

4. Process Adopted for Approving the Audited Annual Accounts 2018/2019

- 4.1. The Head of Administration and Legal Services had referred to the Standing Orders on Procedures and the Minute of Agreement and instructed the Clerk to contact the members of the Joint Committee to ask if they consented to the audited Annual Accounts for 2018/2019 being approved by members of the Joint Committee in writing.
- 4.2. Members of the Joint Committee were contacted by email and Councillors Bell, Brennan, Loudon and Paterson responded prior to the deadline advising of their agreement to proceed on the basis of requesting approval of the audited Annual Accounts in writing.

4.3. A further email, dated 13 September 2019, was sent to members of the Joint Committee attaching the Annual Audit Report, prepared by Audit Scotland, which members were asked to note. The audited Annual Accounts for 2018/2019 were also attached and all members of the Joint Committee had responded prior to the deadline confirming their approval of the audited Annual Accounts for signing by the Convener and Treasurer.

4.4. The appropriate arrangements were then made and the audited Annual Accounts were signed prior to the deadline of 30 September 2019.

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

6.1. There are no financial implications.

7. Other Implications (Including Environmental and Risk Issues)

7.1. The risk to the Joint Committee was that the audited Annual Accounts were not signed prior to the deadline of 30 September 2019. This eventuality was averted due to the process agreed by members being conducted in time for the audited Annual Accounts to be signed prior to the deadline.

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. 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. Consultation was carried out with the Head of Legal and Administration Services, South Lanarkshire Council and members of the Joint Committee as outlined in section 4 of the report.

Paul Manning

Clerk to the Clyde Valley Learning and Development Joint Committee

27 September 2019

Previous References

- ◆ 10 June 2019

List of Background Papers

- ◆ Audit Scotland – Clyde Valley Learning and Development Joint Committee – Proposed 2018/2019 Annual Audit Report
- ◆ Audited Annual Accounts for the Clyde Valley Learning and Development Joint Committee for 2018/2019

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

8

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	9 December 2019
Report by:	Chair of Clyde Valley Learning and Development Project Steering Group

Subject:	Clyde Valley Learning and Development Project – Evaluation of Promoting Positive Behaviour Programme
----------	---

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ inform the Joint Committee that the first independent evaluation of the Promoting Positive Behaviour (PPB) Programme has been completed

2. Recommendation(s)

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

- (1) that it be noted that a comprehensive and rigorous evaluation of the PPB Programme has been commissioned and delivered;
- (2) that it be noted that the conclusions from the independent report indicate that each of the original objectives set out at the inception of the Programme have been achieved and, in some cases, exceeded; and
- (3) that it be noted that the recommendations contained within the report suggesting potential improvements in practice would be considered through the relevant levels of programme governance and acted upon where appropriate.

3. Background

3.1. The first PPB pilot programme was run in June 2013, with the first transition programme delivered in November of the same year. Thereafter the programme has been rolled out across each of the eight Clyde Valley Councils in a mixture of Adult Services and Children and Family Services.

3.2. The generally accepted evaluation model used in the context of learning and development is the Kirkpatrick four levels model. Each level seeks to measure a different dimension for evaluation. The four levels are:-

- ◆ immediate reaction
- ◆ achievement of learning outcomes
- ◆ impact on practice
- ◆ service delivery outcomes and benefits

- 3.3. First and second level evaluation data has been gathered at every programme run since the programme's launch. This has been achieved through a combination of feedback responses from participants, knowledge and competence testing post course and gathering additional learner feedback through focus groups conducted at the annual development seminars run by the Clyde Valley Social Care Group.
- 3.4. Evaluation responses have been consistently positive, with over 90% of responses indicating that the course fulfilled learner expectations and met the agreed learning outcomes.
- 3.5. In a report presented to the Joint Committee (10 December 2018), it was noted that the next stage was to complete the evaluation cycle through the engagement of an independent external consultant. The remit for the consultant chosen was to gather evidence of levels 3 and 4 evaluation in order to measure the impact of the programme on practice in the field and on the levels of service delivery achieved.

4. Selection of Evaluation Criteria

- 4.1. In all evaluation programmes it is a significant challenge to set out the intended objectives in terms of improvements to service delivery and practitioner performance in the field. This is particularly true of learning and development interventions focusing on behaviours (such as PPB), and where multiple other factors can have a bearing on the outcomes achieved.
- 4.2. In order to address this issue and maximise the likelihood of delivering an effective evaluation exercise, some significant time was taken at the outset to agree the objectives to be used as the yardstick for success. Following a consultation between members of the Social Care Group and the consultant, a broad consensus was reached on the outcomes that the Social Care Group had set out to achieve in creating the PPB programme.
- 4.3. The intentions were to establish a learning programme which:-
 - ◆ Staff could apply in practice, over a range of social care settings, to keep both the children and adults they supported safe and themselves safe
 - ◆ Gave staff knowledge and confidence to:-
 - ◆ Practice within an ethos focused on promoting positive behaviour through prevention and early intervention
 - ◆ Have behaviour support strategies and interventions to help children or adults to get their needs met in positive ways, using positive behaviours
 - ◆ Understand the importance of staff demonstrating positive behaviour
 - ◆ Contained physical interventions, where required to keep people safe from harm that:-
 - ◆ Allowed the least restrictive intervention to be used by having a graduated range of interventions
 - ◆ Minimised the risk of harm, acknowledging that physical interventions have potential physical risks
 - ◆ Enabled staff to learn and correctly apply physical interventions appropriate to the individuals they supported and their setting
 - ◆ Were set within the legal and good practice guidance under which physical interventions should be used, including physical interventions being a last resort for keeping people safe from harm

- ◆ Was both efficient and sustainable by:-
 - ◆ Increasing the number of staff trained in a single programme to promote consistency and transferrable knowledge and skills within and across partner authorities
 - ◆ Reducing costs
 - ◆ Being practical in terms of staff release and delivery

4.4. It was on the basis of this consensus that the evaluation was commissioned, with the report detailing the evidence found as to whether these goals were achieved.

5. The Evaluation Process

- 5.1. The complexities of gathering evidence from eight different organisations, geographically spread out; from multiple services in each establishment (e.g. children's, adult, older people and homelessness services) had the potential to limit the scope of evaluation, particularly given the constraints of the allocated budget.
- 5.2. The process was firstly discussed with representatives from South Lanarkshire Council's Procurement and Finance Services to establish how the selection might proceed. The proposal was to engage with the Social Care Local Learning Network (LLN) who were identified as independent brokers with experience of commissioning similar work (evaluation of Practice Learning) for a similar client group.
- 5.3. Although the LLN's recommended choice of consultant was interviewed on more than one occasion and submitted an initial proposal, it was deemed unsuitable to address the complexities of this project.
- 5.4. This exercise highlighted that the evaluation of PPB was sufficiently complex to warrant choosing a known supplier. Following further consultation with the Clyde Valley Social Care Group and thereafter with the PPB Strategic Governance Group, an appropriate individual was identified. This decision was formally approved by the latter Group
- 5.5. The rationale for this approach was that a suitable individual was known to both Groups who had a working knowledge of local government, the practice of social work/social care and in this case also an in-depth knowledge of the PPB programme and its predecessors gained during an extensive career in Social Work Services.
- 5.6. Because of the individual's background and experience the specification for the task was able to be reduced. This was because there was no requirement to allocate additional time and resources to bring the candidate up to speed with information on the nature, history and usage of the programme.
- 5.7. The evaluation took place over a period of four months, during which time evidence was gathered from all eight Councils using the PPB programme. On the guidance of the PPB Strategic Governance Group, an early decision was taken that the views of children and adults who used services would not be gathered directly for the evaluation.
- 5.8. This was partly due to the complexity of meeting the differing policy requirements for involving service users across the eight Councils. Amongst other considerations was the challenge of involving these stakeholders in a meaningful way within this subject area.

- 5.9. It was further decided that the evaluation of cost savings would not be in scope for this project and that it was more appropriate that this be covered in a separate report by the CVLDG Project Manager (see following report).

6. Data Capture and Analysis

- 6.1. In order to achieve a set of reliable and robust conclusions, a combination of quantitative and qualitative data was gathered. This approach provided information on the scope and magnitude of coverage for the programme, alongside responses and evidence of cumulative learning and service outcomes.
- 6.2. Quantitative data was obtained relating to the location and services where the programme was in use, the numbers of trained trainers, practitioners and course participants. Comparisons were also drawn between previous programmes used before the development of PPB.
- 6.3. Qualitative data was captured through several different means to gauge the experiences and views from those involved in the programme, the impact of the programme in service locations was considered by accessing Care Inspectorate reports as well as additional anecdotal evidence relating to the programme and its delivery.
- 6.4. The independent report and analysis carried out by Robert Gordon University to validate and assess the risks of the physical interventions was also used as a source of information, and to prompt further questioning.
- 6.5. The methods and sources of data gathered was as follows:-
- ◆ Types of Services using the PPB programme within the eight Councils
 - ◆ Numbers trained on PPB courses between 1 April 2018 and 31 March 2019
 - ◆ Experiences and views gathered from 44 current PPB trainers
 - ◆ Information and documents related to the course content and its delivery
 - ◆ Number of current PPB trainers and documents related to trainers
 - ◆ Number of behaviour support programmes used prior to PPB and now
 - ◆ Experiences and views gathered from 150 practitioners and managers
 - ◆ A sample of 50 Care Inspectorate Reports for registered services using PPB
 - ◆ Documents relating to the risk assessment of the physical interventions

7. Principal Findings

- 7.1. **Has the PPB programme been used by Clyde Valley Authorities across a range of social care services as their principal behaviour support programme?**
- ◆ All eight of the original Clyde Valley Authorities have adopted PPB and are using it across a range of different services and is now their programme of choice
 - ◆ One of the benefits of a single programme is that staff may move within services or between authorities, without needing to be retrained
 - ◆ Now a shared knowledge and skills base for practice across teams, services and authorities
- 7.2. **Has PPB met the learning outcome of having an ethos of promoting positive behaviour through prevention and early intervention?**
- ◆ Most practitioners believed that the programme had helped them to successfully use prevention and early interventions within their care and support of service users. This was an aspect of the programme that everyone involved noted as being highly valued

- ◆ This was the primary focus for participants, and has resulted in effective strategies which supported their ability to demonstrate positive behaviour

7.3. Do PPB's physical Interventions provide a graduated range of interventions which minimise the risk of harm?

- ◆ The physical intervention guide provided on the course allows for appropriate choices to be made to select the least restrictive method required to avoid harm
- ◆ The physical interventions within the PPB programme have been professionally assessed by staff with expertise in this area and using specialised equipment
- ◆ There was consistent evidence that when applied, the physical interventions had kept the individual involved safe and to a lesser extent themselves or other people safe

7.4. Does PPB enable staff to learn and correctly apply the physical interventions in a way that is consistent with legal and good practice guidance?

- ◆ Physical interventions by their nature contain potential risks. Legal and good practice guidance state that any physical intervention should be proportionate, with the least restrictive method used and only as a last resort to prevent harm
- ◆ There is evidence that the physical interventions are being used by staff where appropriate, with greater usage in children's services than in adult services
- ◆ Critically there is evidence that the use of physical interventions has reduced since the programme has been introduced
- ◆ Participants' competence to correctly perform the physical interventions is tested on each course, along with participants' understanding of health and safety and other legal considerations related to their use
- ◆ PPB has added to participants' confidence to use interventions correctly and had increased their understanding of the associated legal and good practice guidance

7.5. Is PPB practical and sustainable in terms of delivery and staff release?

- ◆ The fact that the programme has now been running for over six years, and can train over 2,000 staff within a single year, is an indicator that the programme has achieved this objective both over time and for a large number of staff
- ◆ The ratio of trainers to participants seems to be viable and the arrangements for the training of trainers are well organised. The criteria set for trainers includes qualifications and experience which is consistent with the minimum for a supervisory post within social care, and is appropriate for this programme
- ◆ It is acknowledged that for most authorities the difficulty in releasing staff for training is very real and this a theme which has been present across social care services for a number of years. However, PPB core courses are shorter than most of the programmes used previously and thus require less staff release
- ◆ The fact that the programme is delivered across authorities also offers additional benefits. Both trainers and managers spoke of collaborative arrangements which enabled staff to attend courses run by another authority

7.6. Does the programme have the capacity to develop further?

- ◆ All learning programmes require to be kept updated in order to be relevant and sustainable. During the years that the programme has existed, both the e-learning module and core course learning materials have been kept under review and updated as appropriate
- ◆ A review of the core course programme is currently being undertaken by Principal Trainers. It is a recommendation that to be consistent with the review cycle of physical interventions a similar review cycle should be established for the review of the theoretical part of the course

- ◆ This will build in a structure for ensuring the programme continues to reflect current knowledge and practice. Any important alterations to the statutory or practice framework can alter this frequency as necessary
- ◆ It will be essential that the PPB programme remains up to date on reviews and developments regarding behaviour support programmes (e.g. the Scottish Government's national learning disability strategy for Scotland "Keys for Life")
- ◆ This will ensure that PPB can continue to be based on current knowledge and good practice guidance moving forwards into the future

8. Evaluation Conclusions

- 8.1. The purpose of evaluation for any learning and development programme is to gauge the effectiveness of the programme and to establish where possible that it has an impact on changing people and services for the better.
- 8.2. It is clear from the evaluation findings that the outcomes anticipated at the outset of the programme have been met and, in many cases, exceeded.
- 8.3. There is strong evidence from the examination of the programme that it has been beneficial to both service providers (the Councils) and course participants.
- 8.4. The physical components of the programme have been rigorously tested and therefore able to be used with confidence. The theoretical elements have provided a consistent approach to behaviour support across the Clyde Valley Councils and there are many examples of the benefits of this approach for the children and adults supported.
- 8.5. The aim of producing a course owned entirely by the Clyde Valley Learning and Development Group (CVLDG), which delivers efficiency and sustainability opportunities through collaborative working has clearly been demonstrated. A few recommendations have been included for future consideration, but overall this evaluation has shown that on balance the programme has met the original expectations intended and, in many aspects, has exceeded these expectations.

9. Employee Implications

- 9.1. The continued commitment of all Clyde Valley Councils to provide trainers and practitioners to deliver PPB across the partnership remains critical to the ongoing success of the programme. It is through this commitment that the successful outcomes have been achieved to date and where the long term sustainability of PPB rests.

10. Financial Implications

- 10.1. A comparison of the cost savings in delivering this programme is contained in a separate report.

11. Other Implications (Including Environmental and Risk Issues)

- 11.1. No specific risks have been identified beyond maintaining the commitment and application of members of the Group.
- 11.2. The sustainability of the programme is contingent on the continuation of the CVLDG and the ongoing commitment of its members.

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 with stakeholders representing all participating Councils has been fundamental to the evaluation process and has been carried out systematically and through a broad range of approaches.

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Steering Group

11 November 2019

Previous References

- ◆ 5 December 2016 - Clyde Valley Learning and Development Project – Governance of the Promoting Positive Behaviour Programme
- ◆ 10 December 2018 - Clyde Valley Learning and Development Project – Update on Social Care Group Projects

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

Ext: 5604 (Tel: 01698 455604)

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

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

Ext: 4240 (Tel: 01698 454240)

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

Report

9

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	9 December 2019
Report by:	Chair of Clyde Valley Learning and Development Project Steering Group

Subject:	Clyde Valley Learning and Development Project – Cost Savings from the Promoting Positive Behaviour Programme
----------	---

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ inform the Joint Committee of the cost savings realised by the Clyde Valley Councils through using the Promoting Positive Behaviour (PPB) Programme in comparison to previous programmes

2. Recommendation(s)

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

- (1) that it be noted that cost savings of delivery based on a comparison of provision before and after the introduction of PPB amount to £361,348 for the period 1 April 2018 to 31 March 2019;
- (2) that similar savings can be demonstrated each year when comparing with the costs of purchasing alternative training models from external providers;
- (3) that further cost savings can be realised through efficient management of course numbers, exchange of course scheduling information and shared course delivery to mixed groups from different Councils; and
- (4) that the PPB programme has been successful in terms of the evaluation of its primary outcomes while simultaneously making significant cost savings across all eight participating Councils.

3. Background

- 3.1. As was originally reported in a previous paper to the Joint Committee (10 June 2013), the PPB Programme was developed and implemented following a request from the Health and Social Care Collaborative Group representing the eight founding Clyde Valley Councils.
- 3.2. At the time, a business case was put forward to the Collaborative to develop a national standard for behaviour management. This was the beginnings of the project which eventually yielded the Scottish Qualifications Authority (SQA) accredited Professional Award in Promoting Positive Behaviour and, thereafter, one of the Clyde Valley Learning and Development Group's flagship programmes, Promoting Positive Behaviour.

- 3.3. The primary motive for introducing a Clyde Valley model was to develop a consistent approach to the subject matter, based on best practice and which could be sustainably delivered from within the Group's combined resources.
- 3.4. Nonetheless it was implicit in the decision to proceed that any new programme being adopted would be cost neutral as a minimum, compared to previous models. Some preliminary calculations were carried out which suggested that such a development could meet this goal, however, it was difficult to accurately assess demand and potential uptake at this stage.
- 3.5. The recent project to commission an independent evaluation of the PPB programme, did not include the comparison of costs within scope, however, the data gathered through the exercise presented an opportunity to carry out some analysis.

4. Identification of Data for Analysis

- 4.1. During the evaluation project it was agreed that the analysis should be focused on a fixed time period of one year. The dates selected were 1 April 2018 to 31 March 2019.
- 4.2. This period was chosen as it represents a cycle where all eight of the Clyde Valley Councils from the founding members were now actively using the various PPB programmes. The selection of a year's data would allow future comparisons of evaluation outcomes and costs.
- 4.3. The analysis is therefore based on the figure of 2,014 participants who have been trained in one of the PPB programmes during this period.

5. Variables Affecting Costs

- 5.1. The analysis of the data involved producing a model which provided indicative costs for the delivery of the training programmes. As an internally delivered programme, there are no external costs incurred to training providers. The basis of the analysis therefore is staff time to attend and deliver the combined suite of PPB training events.
- 5.2. The calculated costs are then compared with theoretical costs which would have been incurred had PPB not been in place. The assumption being that each Council would have continued to use the previous models, purchased externally.
- 5.3. To create a meaningful calculation several fixed parameters were used along with a selection of assumptions and variables.
- 5.4. The fixed parameters were:-
 - ◆ Number of days required to deliver each PPB course (i.e. train the trainer, core adult, core children, refresh cycle for all three categories)
 - ◆ Number of days required to deliver each alternative model (pre-PPB)
 - ◆ Annual registration fee requirement from one of the pre-PPB providers
 - ◆ Frequency of refresh cycle (set by PPB Strategic Governance Group)
 - ◆ Frequency of refresh cycle (set by each specific external training provider)
 - ◆ Number of participants to be trained
 - ◆ One trained trainer and one trained practitioner required per course (as per agreed governance)
 - ◆ No cross council training permitted pre-PPB (single agency only)

5.5. The assumptions and variables were:-

- ◆ Daily cost per participant based on original business case (2011) and conservative daily rate
- ◆ Daily cost per trainer and training practitioner estimated (conservative daily rate)
- ◆ Inflation multiplier factor of 1.26 to calculate current rates based on same rationale
- ◆ Average number of participants on courses pre-PPB (this variable has a direct bearing on the number of courses required)
- ◆ Average number of participants on PPB courses (as above)
- ◆ Cross council training can be included to accommodate small numbers or to fill course capacity
- ◆ With one exception, the train the trainer model is assumed for pre-PPB courses (for this exception the external training costs are included)
- ◆ The costs of backfilling posts for participants attending training (service cover), may be regarded as an additional cost, but has not been included in this model

6. Sensitivity and Accuracy of Calculations

- 6.1. Both the fixed parameters and the variables based on assumptions have a bearing on the final figures. For example, prior to the establishment of PPB, the inability to train staff from a different authority (as dictated by the training provider), meant that each Council was required to make an autonomous decision about running a course to meet the refresh cycle. This frequently resulted in courses running with two or three participants.
- 6.2. The alternative outcome would be that the Council concerned would fail to meet the non-negotiable refresh cycle also defined by the training provider.
- 6.3. One of the driving forces behind initiating this model was a recognition that the unit costs of delivery for each course were often dictated by the rules of the provider (as opposed to Clyde Valley Councils). As a result courses were often run at higher unit costs.
- 6.4. For the purposes of this exercise, the average number of participants attending has been set at six per course for pre-PPB course providers, based on previous data and the average number attending PPB courses has been set at ten per course.
- 6.5. The choice of these values illustrates that there is scope for the PPB courses to be run even more economically if class sizes were consistently run to accommodate 14 learners (the agreed maximum number per class).

7. Cost Comparisons

- 7.1. The results shown by the model based on the above factors for the year from 1 April 2018 to 31 March 2019 is summarised below:-

No of courses required pre-PPB (Children)	235	No of PPB courses required (Children)	77
No of courses required Pre PPB (Adults)	216	No of PPB courses required (Adults)	126
Costs of delivery pre-PPB (adults and Children)	£812,100	Costs of PPB delivery	£450,752
Overall cost savings in delivery			£361,348

- 7.2. Altering the class sizes for training before PPB and for PPB now has a significant influence on the costs of delivery. By way of a comparison, should the class sizes be set to the pre-PPB level (six per class), the savings would be as follows:-

No of courses required pre-PPB (Children)	235	No of PPB courses required (Children)	128
No of courses required Pre PPB (Adults)	216	No of PPB courses required (Adults)	209
Costs of delivery pre-PPB (adults and Children)	£812,100	Costs of PPB delivery	£506,684
Overall cost savings in delivery			£305,416

- 7.3. Similarly, if the class sizes before PPB had been the same as the current actual PPB level (ten per class), the savings would have been as follows:-

No of courses required pre-PPB (Children)	146	No of PPB courses required (Children)	77
No of courses required Pre PPB (Adults)	131	No of PPB courses required (Adults)	126
Costs of delivery pre-PPB (adults and Children)	£763,837	Costs of PPB delivery	£450,752
Overall cost savings in delivery			£313,084

- 7.4. In summary, the PPB programme makes savings regardless of the class sizes attending.

8. Conclusions

- 8.1. The introduction of PPB across the eight founder Clyde Valley Councils during the period 1 April 2018 to 31 March 2019 has been calculated to have saved £361,348 in delivery costs.

- 8.2. Although the data is not currently available, it is clear that this figure would increase significantly if service cover costs were also factored into the calculation.
- 8.3. Should the number of participants in each PPB programme be maximised for each class (14 attending) the unit costs will be reduced. Similarly, if the daily costed rate for participants, practitioners and trainers increases, there will be a further rise in cost savings.

9. Employee Implications

- 9.1. The continued commitment of all Clyde Valley Councils to provide trainers and practitioners to deliver PPB across the partnership remains critical to the ongoing success of the programme. It will be necessary for the Clyde Valley Councils to identify suitable staff to be trained as Principal and Lead PPB Trainers, in order to secure the future of the programme

10. Financial Implications

- 10.1. By maximising class sizes consistently through sharing course information across the partnership, the unit costs of delivery will be reduced further with the knock on effect of increasing the cost savings overall.

11. Other Implications (Including Environmental and Risk Issues)

- 11.1. No specific risks have been identified beyond maintaining the commitment and application of members of the Group.
- 11.2. The sustainability of the programme is contingent on the continuation of the Clyde Valley Learning and Development Group (CVLDG) and the ongoing commitment of its members.

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. Data used in this report was provided by all participating Councils. The cost comparison model was consulted on and shared with members of the Social Care Group prior to completion.

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Steering Group

12 November 2019

Previous References

- ◆ 10 June 2013 - Clyde Valley Learning and Development Project - Promoting Positive Behaviour
- ◆ 10 December 2018 - Clyde Valley Learning and Development Project – Update on Social Care Group Projects

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

Ext: 5604 (Tel: 01698 455604)

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

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

Ext: 4240 (Tel: 01698 454240)

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