

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 7 December 2009

Convener:

Councillor Denis McKenna, South Lanarkshire Council

Councillors Present:

East Dunbartonshire: Jim Gibbons

East Renfrewshire: Alan Lafferty

Councillors' Apologies:

Glasgow: Stephen Curran and Jean McFadden (Substitute)

Inverclyde: Iain McKenzie and Gerry Dorrian (Substitute)

North Lanarkshire: Jean Jones (Vice Convener) and Bob Chadha (Substitute)

Renfrewshire: Lorraine Cameron and James McQuade (Substitute)

West Dunbartonshire: May Smillie and Patrick McGlinchey (Substitute)

Attending:

Clerk's Office

Robert McIlwain, Clerk; Stuart McLeod, Administration Officer, South Lanarkshire Council

Treasurer's Office

Amanda Murray, Finance Adviser, South Lanarkshire Council

Clyde Valley Learning and Development Project

Gerry Farrell, Project Manager

Margaret Quinn, Project Development Officer

Project Implementation Group

Margaret Capanni, East Dunbartonshire Council

Alison Findlay, East Renfrewshire Council

Jackie Anderson, Glasgow City Council

Gordon Cunningham, Glasgow City Council

Carol Reid, Inverclyde Council

Heather Liddle, North Lanarkshire Council

Gill Bhatti, Chair of Clyde Valley Learning and Development Project Implementation Group, South Lanarkshire Council

Also Attending:

Thomas Gourley, Learning and Development Officer, Glasgow City Council

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 7 September 2009 were submitted for approval as a correct record.

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

3 Revenue Budget Monitoring 2009/2010 - Clyde Valley Learning and Development Joint Committee

A report dated 11 November 2009 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 30 October 2009 against budgeted expenditure for the Clyde Valley Learning and Development Joint Committee's revenue budget, together with a forecast for the year to 31 March 2010.

The Joint Committee decided:

- (1) that the expenditure on the Revenue Budget of £0.068 million be noted; and
- (2) that the forecast of a breakeven position at 31 March 2010 be noted.

4 Certified Annual Accounts 2008/2009 and External Auditor's Report to the Joint Committee

A report dated 11 November 2009 by the Treasurer to the Joint Committee was submitted on the certified Annual Accounts 2008/2009 and the Annual Report to Members and the Controller of Audit.

The Annual Report and Accounts for the Joint Committee for 2008/2009 had been approved at the meeting held on 1 June 2009. The Accounts had since been passed to the external auditor, PricewaterhouseCoopers LLP, who had provided a clear audit certificate with no qualifications on the Joint Committee's Accounts.

The auditor had prepared an Annual Report to Members and the Controller of Audit, attached as an appendix to the report, which covered the 2008/2009 financial statements and related matters.

The Accounts would be advertised as being available to the general public in Finance Services, Floor 4, South Lanarkshire Council Offices, Almada Street, Hamilton.

The Joint Committee decided:

- (1) that the certified Annual Accounts for the Joint Committee for 2008/2009 be adopted;
- (2) that the Annual Report to Members and the Controller of Audit, attached as an appendix to the report, be noted; and
- (3) that the arrangements made to advertise the Accounts as being available to the general public in Finance Services, Floor 4, South Lanarkshire Council Offices, Almada Street, Hamilton be noted.

[Reference: Minutes of 7 September 2009 (Paragraph 4)]

5 Development Day Outcomes

A report dated 25 November 2009 by the Chair of the Clyde Valley Learning and Development Project Implementation Group was submitted on the outcomes from the development day held on 17 November 2009.

The purpose of the development day had been to:-

- ◆ review the conclusions of the previous development day held on 19 May 2009
- ◆ consider the existing structures and method of operating
- ◆ consider funding of the Project
- ◆ evaluate Project outcomes
- ◆ consider establishing and using the Project's identity
- ◆ identify future priorities

Notable successes since the previous development day and actions which were required in order to sustain and develop the Project were detailed in the report.

The Joint Committee decided:

- (1) that the success of the Clyde Valley Learning and Development Project and the joint development of the Accredited Management Development Programme in reaching the long list of the COSLA Excellence Awards for 2010 be noted;
- (2) that Phase 2 of the Clyde Valley Learning and Development Project work plan continue to be implemented and that consideration be given to additional priorities in the next phase;
- (3) that the existence of sufficient funds to sustain the costs for project employees until March 2011 be noted; and
- (4) that further consideration of the funding requirements beyond 2010 be addressed as a matter of urgency.

[Reference: Minutes of 1 June 2009 (Paragraph 6)]

6 Meeting Arrangements 2010/2011

A report dated 26 November 2009 by the Clerk to the Joint Committee was submitted on arrangements for meetings of the Joint Committee for the financial year 2010/2011.

The Joint Committee decided: that meetings of the Joint Committee be held at 2.00pm in South Lanarkshire Council Offices, Alameda Street, Hamilton on the following dates:-

- ◆ Monday 14 June 2010
- ◆ Monday 13 September 2010
- ◆ Monday 13 December 2010
- ◆ Monday 14 March 2011

7 Clyde Valley Learning and Development Project - Shared Services Update Phase 2

A report dated 25 November 2009 by the Chair of the Clyde Valley Learning and Development Project Implementation Group was submitted on progress achieved in the various work areas identified in Phase 2 of the Clyde Valley Learning and Development Project.

Progress in relation to Phase 2 of the training was summarised for the following areas:-

- ◆ Accredited First Line Management Training
- ◆ Social Care Training
- ◆ Equality Training
- ◆ Elected Member Training
- ◆ development of e-Learning and the associated infrastructure

An audit of all training and learning and development activity across the Clyde Valley authorities had been undertaken and a draft Inventory of Learning and Development was tabled at the meeting. Further work would be undertaken to include the following:-

- ◆ media used in training delivery
- ◆ management development training
- ◆ elected member training
- ◆ equalities training
- ◆ training calendars

The finalised Inventory would be circulated to all authorities as a resource to help identify further opportunities for shared delivery and development.

The Joint Committee decided: that the progress achieved to date in relation to Phase 2 of the project be noted.

[Reference: Minutes of 7 September 2009 (Paragraph 5)]

8 Anti-racist Training e-Learning Module

A presentation was made by T Gourley on the Anti-racist Training e-Learning Module. The presentation included a demonstration of the module which was in a multiple choice format and provided the user with useful information if they answered any questions incorrectly.

The module could be tailored for any Council and there was a facility to ensure that it referred to the policies of individual Councils.

The Joint Committee decided: that the presentation be noted.

9 Urgent Business

There were no items of urgent business.
