

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

Friday, 02 February 2024

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, 12 February 2024
Time: 14:00
Venue: By Microsoft Teams,

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

Yours sincerely

**Paul Manning
Clerk to the Joint Committee**

Members

<i>Council</i>	<i>Member</i>	<i>Substitute</i>
East Renfrewshire	Andrew Anderson	
Glasgow City	Anne McTaggart	
Inverclyde	Francesca Brennan	Jim Clocherty
North Lanarkshire	Angela Campbell	
South Lanarkshire	Lynsey Hamilton	Gavin Keatt

Copies to substitute members for information only

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 5 - 8
Minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 11 December 2023 submitted for approval as a correct record. (Copy attached)

Item(s) for Monitoring

- 3 **Revenue Budget Monitoring 2023/2024 - Clyde Valley Learning and Development Joint Committee** 9 - 12
Report dated 15 January 2024 by the Treasurer to 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 2024/2025** 13 - 18
Report dated 30 January 2024 by the Project Manager of the Clyde Valley Learning and Development Group. (Copy attached)

Item(s) for Noting

- 5 **Update on the 2023/2024 Audit of Clyde Valley Learning and Development Joint Committee** 19 - 20
Letter dated 26 January 2024 from Audit Scotland, External Auditor. (Copy attached)
- 6 **Clyde Valley Learning and Development Project – Progress and Activity of the Social Care Group** 21 - 26
Report dated 23 January 2024 by the Project Manager of the Clyde Valley Learning and Development Group. (Copy attached)
- 7 **Clyde Valley Learning and Development Project – Progress and Activity of the e-Learning Group** 27 - 30
Report dated 23 January 2024 by the Project Manager of the Clyde Valley Learning and Development Group. (Copy attached)

Urgent Business

- 8 **Urgent Business**
Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name:	Stuart McLeod
Clerk Telephone:	07385 370 117

Clerk Email:	stuart.mcleod@southlanarkshire.gov.uk
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CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held via Microsoft Teams on 11 December 2023

Convener:

Councillor Lynsey Hamilton, South Lanarkshire Council

Councillors Present:

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

Councillor's Apology:

East Renfrewshire Council:	Andrew Anderson
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Attending:

Clerk's Office

Stuart McLeod, Administration Officer, South Lanarkshire Council

Treasurer's Office

Aaron Irving, Finance Adviser; Blair Riddoch, Trainee Accountant, South Lanarkshire Council

Clyde Valley Learning and Development Project

Gerry Farrell, Project Manager

Project Steering Group

Alex Hughes, Inverclyde Council
Pauline McCafferty, North Lanarkshire Council

Also Attending:

Audit Scotland

Pauline Murray, Senior Audit Manager; Donna Rigby, Auditor

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 26 June 2023 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 2023/2024 – Clyde Valley Learning and Development Joint Committee

A report dated 30 November 2023 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 3 November 2023 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 26 June 2023 (Paragraph 4)]

4 Audit Scotland – Clyde Valley Learning and Development Joint Committee – Audit of 2022/2023 Annual Accounts

A letter dated December 2023, together with the 2022/2023 Annual Audit Report (draft) for the Clyde Valley Learning and Development Joint Committee, dated November 2023, were submitted by the Joint Committee's external auditor, Audit Scotland.

The Auditor gave a verbal overview of the Annual Report to members for the year ended 31 March 2023, which included the following key messages:-

- ◆ the financial statements gave a true and fair view and were properly prepared in accordance with the financial reporting framework
- ◆ the key audit risks had been detailed in the Annual Audit Plan presented to the Joint Committee at its meeting held on 26 June 2023
- ◆ there were no significant matters to draw to the attention of the Joint Committee
- ◆ through the continued support from member councils, the Joint Committee's financial position was sustainable for the foreseeable future
- ◆ governance arrangements were effective in 2022/2023
- ◆ the Joint Committee's annual governance statement was consistent with the financial statements and complied with applicable guidance
- ◆ the Joint Committee had appropriate arrangements in place for securing Best Value

The accounts had received an unqualified and unmodified external auditor's report.

The Joint Committee decided: that Audit Scotland's 2022/2023 Annual Audit Report (draft) for the Clyde Valley Learning and Development Joint Committee be noted.

[Reference: Minutes of 26 June 2023 (Paragraph 6)]

5 Audited Annual Accounts 2022/2023

A report dated 30 November 2023 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the:-

- ◆ Joint Committee's Annual Accounts for 2022/2023 which had received a clean audit certificate with no audit actions identified from the external auditor, Audit Scotland
- ◆ requirement to approve the Annual Accounts for 2022/2023 for signing by the Convener and Treasurer

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

The Joint Committee decided:

- (1) that it be noted that the Annual Accounts for 2022/2023 had received a clean audit certificate with no audit actions identified; and

- (2) that the audited Annual Accounts for 2022/2023, attached as Appendix 1 to the report, be approved for signing by the Convener and Treasurer.

[Reference: Minutes of 26 June 2023 (Paragraph 7)]

6 Review of Procedural Arrangements

A report dated 29 November 2023 by the Clerk was submitted on the review of the Joint Committee's procedural arrangements.

At its inaugural meeting held on 16 October 2007, the Joint Committee had approved its procedural arrangements which included:-

- ◆ Standing Orders on Procedures
- ◆ Terms of Reference
- ◆ Scheme of Delegation

In addition to the above documents, the Standing Orders on Contracts and the Financial Regulations of South Lanarkshire Council, as lead authority, had been adopted by the Joint Committee. The Standing Orders on Contracts and the Financial Regulations were reviewed and approved by South Lanarkshire Council on a regular basis.

At its meeting held on 9 December 2019, the Joint Committee had agreed amendments to the Standing Orders on Procedures to reflect changes to the Minute of Agreement for the Clyde Valley Learning and Development Project which had been agreed by the Joint Committee at its meeting held on 10 June 2019.

A review of the procedural arrangements had been undertaken by officers and revised Standing Orders on Procedures of the Clyde Valley Learning and Development Joint Committee, attached as Appendix 1 to the report, were presented to the Joint Committee for its consideration.

The amendments made to the Joint Committee's Standing Orders on Procedures were in line with changes that had been made to South Lanarkshire Council's Standing Orders on Procedures which, in the main, had been made to reflect legislative requirements and operational arrangements. In addition, the Joint Committee's Standing Orders on Procedures had been amended to reflect the current full member councils of the Clyde Valley Learning and Development Project (East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire and South Lanarkshire Councils).

Following the review, no revisions were proposed to the Terms of Reference or the Scheme of Delegation, attached as appendices 2 and 3 to the report respectively.

Further to the review, it was intended to undertake future reviews of the procedural arrangements at the end of each council term with a report being submitted to the first meeting of the Joint Committee following each subsequent Local Government Election.

The Joint Committee decided:

- (1) that the revised Standing Orders on Procedures of the Clyde Valley Learning and Development Joint Committee, attached as Appendix 1 to the report, be approved; and
- (2) that it be noted that, following the review of the Joint Committee's procedural arrangements, no revisions had been made to the Terms of Reference or Scheme of Delegation, attached as appendices 2 and 3 to the report respectively.

[Reference: Minutes of 16 October 2007 (Paragraph 4) and 9 December 2019 (Paragraph 5)]

7 Urgent Business

There were no items of urgent business.

Report

3

Report to:	Clyde Valley Learning and Development Joint Committee
Date:	12 February 2024
Report by:	Treasurer to Clyde Valley Learning and Development Joint Committee

Subject:	Revenue Budget Monitoring 2023/2024 - Clyde Valley Learning and Development Joint Committee
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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 2023 to 28 December 2023 for Clyde Valley Learning and Development Joint Committee

2. Recommendation(s)

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

- (1) that the breakeven position on the Clyde Valley Learning and Development Joint Committee revenue budget, as detailed in Appendix A of the report, be noted.

3. Background

3.1. The running costs for the Clyde Valley Learning and Development Joint Committee are funded by contributions from the member Councils.

3.2. At the June meeting of the Joint Committee, 15 Councils had confirmed their membership position for 2023/2024, taking the total Membership Contributions to £0.075 million.

3.3. These membership contributions form the basis for the expenditure budget for 2023/2024, a budget of £0.075 million. In addition, an estimate of training expenditure (£0.025 million), and the recharge of this to Councils (£0.025 million) has also been added to the budget, giving a total expenditure and income budget of £0.100 million.

3.4. The report details the financial position for the Clyde Valley Learning and Development Joint Committee in Appendix A.

4. Employee Implications

4.1. None

5. Financial Implications

- 5.1. As at 28 December 2023, there is a breakeven position against the phased budget to date.

6. Climate Change, Sustainability and Environmental Implications

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

7. Other Implications

- 7.1. The main risk associated with the Clyde Valley Learning and Development Joint Committee Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied within the Joint Committee. The risk is managed through four weekly Budget Monitoring when any variance is analysed. In addition, the probable outturn exercise will ensure early warning for corrective action to be taken where appropriate.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Jackie Taylor
Treasurer

15 January 2024

Previous References

- ◆ None

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 28 December 2023

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 28 December 2023 (No.10)

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 28/12/23	Actual 28/12/23	Variance 28/12/23	% Variance	Note
	£000	£000	£000	£000	£000	£000		
<u>Budget Category</u>								
Employee Costs	0	0	0	0	0	0	-	n/a
Property Costs	0	0	0	0	0	0	-	n/a
Supplies & Services	14	14	0	0	0	0	-	n/a
Transport & Plant	0	0	0	0	0	0	-	n/a
Administration Costs	84	84	0	72	72	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.	100	100	0	72	72	0	-	0.0%
Total Controllable Inc.	(100)	(100)	0	(75)	(75)	0	-	0.0%
Net Controllable Exp.	0	0	0	(3)	(3)	0	-	0.0%

Report

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	12 February 2024
Report by:	Project Manager, Clyde Valley Learning and Development Group

Subject:	Membership and Funding for the Clyde Valley Learning and Development Project for 2024/2025
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Joint Committee on the membership and funding for the Clyde Valley Learning and Development Project for the financial year 2024/2025

2. Recommendation(s)

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

- (1) that it be noted that the model of membership and funding remains viable as per the Joint Committee approval of 11 June 2018;
- (2) that the previously agreed categories and level of membership fees, as detailed at paragraph 3.3, be retained for 2024/2025;
- (3) that the minimum level of funding to allow the continuation of the Project for 2024/2025 remains at the previously agreed level of £59,000;
- (4) that it be noted that five Full Member Councils have confirmed their continued participation in the Project, which is the minimum number of Full Member Councils defined as viable within the Clyde Valley Learning and Development Project Minute of Agreement;
- (5) that it be noted that the current confirmed funding of £72,000, exceeds the recommended minimum level of funding by £13,000; and
- (6) that it be noted that at the time of writing East Dunbartonshire Council has not yet confirmed its position on membership.

3. Background

- 3.1. At its meeting on 11 June 2018, the Joint Committee approved the creation of three categories of membership which were open to all of the current members of the Group (Full and Associate Members).
- 3.2. It was also agreed that a minimum of 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.

- 3.3. The agreed tariff for the various categories of membership was set as follows:-

Membership category		Full	Participating	Procurement
Banding (Employee Numbers)				
Band 1	(0 - 4,999)	£5,000	£3,000	£1,250
Band 2	(5,000 - 9,999)	£7,000	£4,000	£1,500
Band 3	(10,000+)	£10,000	£6,000	£2,500

- 3.4. The membership categories and tariffs and the minimum of five Full Member Councils and funding of £59,000 per annum have since remained unchanged.

4. Current Position for 2024/2025 Funding and 2024/2025 Budget

- 4.1. The final position on membership and funding for 2024/2025 has not yet been concluded, with confirmation awaited from one council.
- 4.2. During the past year the Project's operational groups, e.g. Social Care Group, e-Learning Group and CMI Group have continued to meet regularly, not least because of the increase in uptake and development of e-learning in its various forms, the need for collaboration on content and technical problem-solving, and the challenge of ensuring learning, such as Promoting Positive Behaviour, could be delivered in a safe and effective way.
- 4.3. Confirmation of membership for 2024/2025 has been received from five Full Member Councils and nine of the current Participating Member Councils. Details of the membership contributions and the Council that has yet to confirm its membership are contained within Appendix 1 of this paper.
- 4.4. The total confirmed income from membership, as of 25 January 2024 is £72,000. An update on the confirmed income from membership will be provided at the Joint Committee meeting on 12 February 2024.
- 4.5. The £72,000 will form the basis of the 2024/2025 budget, with £61,000 set aside for support and audit costs, and the remaining £11,000 being available for use by the Project Steering Group and Social Care Groups.
- 4.6. It will be a priority for the Project's management groups to identify appropriate uses for the Project's residual fund, which will support the ongoing work plans.
- 4.7. It should be noted that the proposed baseline audit fee for the 2023/2024 audit is £2,410.

5. Project Governance

- 5.1. The five current Full Member Councils will continue to represent the interests of the Clyde Valley Group and develop the strategic direction of the Project, subject to the terms of the Minute of Agreement.
- 5.2. The Joint Committee will continue to comprise Elected Members from each of the Full Member Councils.
- 5.3. Similarly, the Project Steering Group and the Social Care Group will have the same Councils represented as core members.

6. Utilisation of Funds.

- 6.1. The spend of the Project's funds is agreed jointly by the Project Steering Group and the Social Care Group following discussions with the Sub-Group members where appropriate.
- 6.2. This area is kept under review, and suggestions for future spend will be actively considered at the Project Steering Group and Social Care Group meetings as a matter of urgency. As per previous years, in 2024/2025 the fund available will depend on the final overall income from all levels of membership.
- 6.3. Any unspent element of the funding each year will be transferred to the Balance Sheet for use in future years. This balance will be reviewed annually as part of the review of membership and contributions.

7. Conclusions

- 7.1. There remains a real commitment from the membership of the Clyde Valley Group to sustain the work of the Clyde Valley Learning and Development Project and continue to realise the benefits of participation.
- 7.2. The renewed commitment to membership illustrates the high level of enthusiasm for participation in each element of the Project's work, including the Steering Group, Social Care Group, e-Learning Group, Promoting Positive Behaviour (PPB) Governance Groups and the Chartered Management Institute (CMI) Management Group.
- 7.3. It is proposed that the current categories and level of membership fees be retained for the next financial year, as the Project is deemed viable based on confirmed income and balances carried forward.

8. Employee Implications

- 8.1. The continued support of the in-kind contributions of officers drawn from the Clyde Valley Member Councils remains crucial to the ongoing success of delivering the Project's objectives.
- 8.2. Of equal importance is to ensure that officers attending and participating in each of the Groups' activities are empowered to make management and strategic decisions on behalf of their respective organisations and that appropriate officers are nominated from each council to fulfil this requirement.

9. Financial Implications

- 9.1. For the financial year 2024/2025, funding of £72,000 has been confirmed to date, compared to the £59,000 minimum level previously agreed to maintain the viability of the Project. The figure of £59,000 does not include any expenditure required by the Project and its Sub-Groups.
- 9.2. The proposed baseline audit fee for the 2023/2024 audit is £2,410, this will be met by Project funds.
- 9.3. One Council has yet to convey its decision regarding membership for 2024/2025. The potential increase to the income secured will be an additional £3,000 should this current Member retain membership for 2024/2025.

- 9.4. There are no guarantees that this level of funding will be maintained year on year. It is, therefore, essential that the Joint Committee agrees an acceptable minimum level of funding before proceeding each year.

10. Climate Change, Sustainability and Environmental Implications

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

11. Other Implications

- 11.1. The risk to the Project in future years will be that the minimum number of Full Members or the minimum level of funding cannot be achieved.
- 11.2. In light of budgetary pressures facing all councils including South Lanarkshire, it must be considered a potential risk to the Project if South Lanarkshire Council should opt to withdraw from its position as lead authority.
- 11.3. In either of these circumstances, it may not be viable to continue with the Project in its current form and structure.
- 11.4. The Joint Committee is asked to note that the terms of the Minute of Agreement require Member Councils to provide six months notice of their intention to withdraw from the Clyde Valley Learning and Development Project.

12. Equality Impact Assessment and Consultation Arrangements

- 12.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function, or strategy and, therefore, no impact assessment is required.
- 12.2. Consultation has been undertaken with all existing members of the Project.

Gerry Farrell
Project Manager
Clyde Valley Learning and Development Group

30 January 2024

Previous References

- ◆ 11 June 2018 - Update on the Future and Funding for the Clyde Valley Learning and Development Project for 2018/2019
- ◆ 27 February 2023 – Membership and Funding for the Clyde Valley Learning and Development Project for 2023/2024

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:-

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

Tel: 07795 454576

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

Membership Contributions 2024/2025**Table 1: Confirmed Contributions as of 25 January 2024**

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
South Lanarkshire	Full	Full	£10,000
Angus	Participating	Participating	£3,000
Clackmannanshire	Participating	Participating	£3,000
Dundee	Participating	Participating	£4,000
Falkirk	Participating	Participating	£4,000
Orkney	Participating	Participating	£3,000
Perth and Kinross	Participating	Participating	£4,000
Scottish Borders	Participating	Participating	£3,000
West Dunbartonshire	Participating	Participating	£4,000
Renfrewshire	Participating	Participating	£4,000
Total			£72,000

Table 2: Councils Yet to Confirm Membership/Contributions as of 25 January 2024

Council	Previous Membership Status	New Membership Status	Potential Contribution
East Dunbartonshire	Participating	Participating	£3,000
Total			£3,000

Clyde Valley Learning and Development Joint Committee

26 January 2024

Update on the 2023/24 audit of Clyde Valley Learning and Development Joint Committee

1. The purpose of this letter is to provide members with an update on the 2023/24 audit of Clyde Valley Learning and Development Joint Committee (CVLDJC).
2. Our planning work on the 2023/24 audit of CVLDJC is at an early stage. Therefore, we are not able to present our Annual Audit Plan at the CVLDJC meeting on 12 February 2024. We have included this Audit Strategy Letter to update members on progress and highlight key audit matters. Following the conclusion of our audit planning procedures, we will issue a copy of the Annual Audit Plan to officers and members of the CVLDJC by 31 March 2024.

Risks

3. Our preliminary planning work has identified the following significant risks that requires specific audit considerations.
 - **Risk of material misstatement due to management override of controls:** International Standard on Auditing 240 (ISA 240) require that audits are planned to consider the risk of material misstatement in the financial statements caused by fraud, which is presumed to be a significant risk in any audit. This includes the risk of fraud due to the management override of controls to change the position disclosed in the financial statements.
4. ISA 240 presumes a risk of fraud in revenue recognition which is extended to expenditure by Practice Note 10. There is a risk that income or expenditure may be fraudulently misstated resulting in a material misstatement in the financial statements. We do not consider these to be significant risks for the CVLDJC as there are limited opportunities to manipulate the way income or expenditure are recognised in the financial statements and have therefore rebutted these risks.
5. Our Annual Audit Plan will include any further risks identified from our planning work and outline our response to all identified risks.

Audit Fee

6. The proposed baseline audit fee for the 2023/24 audit is £2,410 (2022/23: £2,270).
7. In setting the fee for 2023/24 we have assumed that the CVLDJC has effective governance arrangements and will prepare comprehensive and accurate accounts for audit in line with the agreed timetable for the audit. The audit fee assumes there will be no major change in respect of the scope of the audit during the year and where our audit cannot proceed as planned, a supplementary fee may be levied.

Audit Timetable

8. We are working towards issuing the independent auditor's report and Annual Audit Report by the statutory deadline of 30 September 2024. However, we acknowledge this may not be achievable due to ongoing pressures. We will maintain a pragmatic and flexible approach to the audit and will continue to have discussions with management and the Convener of the CVLDJC around the progress of our work and any changes that may be required to the target dates outlined in [Exhibit 1](#).

Exhibit 1 Audit outputs

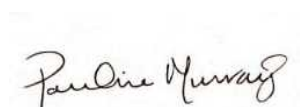
Audit Output	Target date	Joint Committee date
Annual Audit Plan	31 March 2024	To be circulated to members by 31 March 2024 and presented at meeting of CVLDJC on 10 June 2024
Independent Auditor's Report	30 September 2024	09 September 2024
Annual Audit Report	30 September 2024	09 September 2024

Source: Audit Scotland

Independence and Objectivity

9. Auditors appointed by the Accounts Commission or Auditor General must comply with the Code of Audit Practice and relevant supporting guidance. When auditing the financial statements, auditors must also comply with professional standards issued by the Financial Reporting Council and those of the professional accountancy bodies. These standards impose stringent rules to ensure the independence and objectivity of auditors. Audit Scotland has robust arrangements in place to ensure compliance with these standards including an annual "fit and proper" declaration for all members of staff. The arrangements are overseen by the Executive Director of Innovation and Quality who serves as Audit Scotland's Ethics Partner.

10. The engagement lead (i.e. appointed auditor) for the CVLDJC is Pauline Murray, Senior Audit Manager. Auditing and ethical standards require the engagement lead to communicate any relationships that may affect the independence and objectivity of audit staff. We are not aware of any such relationships pertaining to the audit of CVLDJC.



Pauline Murray
Senior Audit Manager

Audit Scotland
102 West Port
Edinburgh
EH3 9DN

Report

6

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	12 February 2024
Report by:	Project Manager, Clyde Valley Learning and Development Group

Subject:	Clyde Valley Learning and Development Project – Progress and Activity of the Social Care Group
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Joint Committee with a summary and overview of the key activities and outcomes achieved by the Social Care Group over the past year

2. Recommendation(s)

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

- (1) that it be noted that the specific recommendations of improvements to the Promoting Positive Behaviour (PPB) programme identified in the review have been implemented;
- (2) that it be noted that the PPB Strategic Governance Group has accepted and endorsed the recommendations of the review that further consultation should continue over two-year cycles to integrate further feedback recommendations dynamically; and
- (3) that it be noted that Orkney Islands Council has become the first council outside the owners of the programme to adopt PPB, and that the programme is now up and running in Childrens' and Adult Services on Orkney.

3. Background

- 3.1. The Clyde Valley Learning and Development Group (CVLDG) Social Care Group drives and delivers the Project's collaborative activities under the Social Work and Social Care agenda. As the originators of the flagship programme Promoting Positive Behaviour (PPB), the Social Care Group also assumes a crucial role in the programme's governance and management.
- 3.2. The PPB programme has been used across the Clyde Valley Group for more than ten years with the first pilot programme running in June 2013.
- 3.3. The programme has historically been delivered by all eight of the original Full Member Councils, primarily in Social Care, Education and Homelessness services.
- 3.4. In 2019, an independent evaluation of the programme concluded that PPB had successfully delivered on its original objectives, was well received by both training and operational staff and was making a positive contribution to delivering services in a safe working environment.

- 3.5. During the past year, the review of the programme commissioned by the PPB Strategic Governance Group was completed and the action plan to address the recommendations was addressed and implemented as required.
- 3.6. Since PPB was been in operation across the Clyde Valley Councils, several other councils and external organisations have made enquiries about gaining access to the programme and introducing it into respective organisations.

4. The Strategic Review

- 4.1. The primary purpose of the review was to safeguard the future of the programme by ensuring it continues to move with the times while addressing the implications and impact of changes to Social Care policy as they arise.
- 4.2. For this reason it was agreed that the programme review would continue as a continuous and dynamic process whereby the PPB programme will be scrutinised in real time, to ensure a rapid response to strategic and policy changes as councils introduce them.
- 4.3. Specific consideration was given to the impact of Trauma Informed Practice and the consultation document on the Promise, as well as other methods and approaches being used in care settings alongside PPB (e.g. Stress and Distress, Positive Behaviour Support (PBS)).
- 4.4. Considering the above priorities, the core course materials have now been amended and reviewed by subject matter experts to ensure greater emphasis on legislation e.g. Adult Support and Protection, Adults with Incapacity, Regulation of Care and Health and Safety legislation references.
- 4.5. The review group acknowledged that finding language which is consistent with the PPB value base and current good practice thinking is difficult. Nonetheless where possible the language has been changed to be consistent with the approach advocated in Trauma Informed Practice. In some cases this could be perceived as a matter of semantics, however, it is in this context that confusion and conflicting messages can arise and lead to different interpretations of what approach is being advocated.
- 4.6. In the context of Children's Services it was acknowledged that elements of PPB have always been trauma informed and also reflect the ethos of the Promise. For example, the emphasis on relationship-based practice. Nonetheless as this thinking develops, the group will ensure that PPB continues to develop in parallel with both these strategies.
- 4.7. The review group concluded that if used correctly and for the right reasons, PPB safe holds are consistent with the ethos of the Promise (which advocates an aspiration for no restraint of children in any circumstances). Indeed evidence considered in the review indicates that the use of safe holds is so rare across the Clyde Valley Councils as a result of PPB's nurturing and de-escalation approach that PPB can provide the circumstances to achieve this objective.
- 4.8. All the recommendations on course content improvements have now been amended and are in place and have been adopted in service settings. This is consistent with fundamental principles of Trauma Informed Practice which advocate taking a trauma informed view on policy, practice and training rather than simply delivering training on the nature of the ethos.

- 4.9. Improvements have also been made to the system of version-control of core materials and centralised file storage online.
- 4.10. As feedback is a dynamic process, it was agreed not to seek feedback as a snapshot in time, but to introduce the feedback loop as a feature of the programme. It has therefore been agreed that the views of service users will be sought at least annually from now on. Distinct aspects of the programme will be reviewed during each consultation resulting in a full cycle of improvement over a two-year period.
- 4.11. The PPB Strategic Governance Group has scheduled a meeting with the Social Care Group and other experts and stakeholders to take place on 29 February 2024. This is in recognition that the review and feedback does not take place at a fixed point in time, and so will consider the views of other interested stakeholders in taking the review to the next stage.
- 4.12. A presentation is being prepared covering all aspects of the review which will be the focus of the meeting, and which can in turn be shared with each council's respective Internal Governance Groups.
- 5. Establishment and Implementation of PPB in Orkney Islands Council**
 - 5.1. It has previously been noted (paragraph 3.5) that informal enquiries have frequently been received from other councils and external organisations regarding the use of PPB. However none of these enquiries had been pursued to the next stage.
 - 5.2. A separate Minute of Agreement governs the use and ownership of the PPB programme. This includes granting licence for the programme to be adopted by Participating Members of the CVLDG, subject to meeting the governance and licence terms.
 - 5.3. At the beginning of 2023 Orkney Islands Council (OIC), a Participating Member of the CVLDG, made some initial enquiries about the feasibility of introducing PPB to the council across its Education, Children and Adult Care Services.
 - 5.4. This was formally authorised by the PPB Strategic Governance Group on 16 May 2023, subject to providing the following information and commitments:-
 - ◆ providing an application Letter of Licence signed off by a senior officer of the council. This was duly received having been signed by the Chief Officer of Orkney Health and Social Care Partnership for counter signature by the Chair of the PPB Strategic Governance Group
 - ◆ that OIC would establish a local governance group with membership from senior managers and stakeholders from participating services
 - ◆ there would be a plan established to run a pilot implementation programme to cover initial roll out in each service area
 - ◆ a full implementation plan would be submitted for the roll out of the programme for all services
 - ◆ the training strategy to provide initial training should be developed in consultation with the Clyde Valley Social Care Group. This would be delivered by trainers from CVLDG councils travelling to Orkney
 - 5.5. OIC indicated a degree of urgency in establishing PPB due to requirements identified in Care Inspection reports. For this reason the council sought to arrange initial training in Adult Services in June 2023. OIC committed to fund all travel, accommodation and subsistence for trainers delivering the training.

- 5.6. The Clyde Valley Social Care Group consulted with Principal Trainers to establish if any were willing to travel to Orkney for this purpose. Given the requirement to deliver the training in the first instance to staff from an Adult Supported Accommodation establishment and from a Children's Residential House, it was necessary to seek at least two volunteer trainers each from both Adult and Childrens' Services.
- 5.7. After looking at a variety of options, two experienced trainers from Inverclyde Council Childrens' Services volunteered to travel to Orkney to deliver the first tranche of training. This was delivered in the week commencing 12 June 2024 with all delegates successfully completing the training and assessment requirements.
- 5.8. A full group of 16 delegates attended the training including two members of staff who had been nominated to be part of OIC's internal PPB training team. This approach to capacity building is a fundamental principle of the PPB delivery model and allows each council to be self-sufficient in delivering each council's PPB training.
- 5.9. A similar exercise was conducted in late summer to run the pilot course for OIC in Adult Services. On this occasion two PPB trainers from Adult Services in South Lanarkshire Council answered the call. The training was delivered for a group of 16 Adult Services Day Care staff. Once again this included two delegates who had been nominated to be future PPB trainers.
- 5.10. Despite significant logistics and complex co-ordination arrangements, both training sessions were delivered effectively and to the satisfaction of all participants, trainers and OIC managers. Evaluation responses from both courses were universally positive and it is clear that delegates attending the training were enthusiastic about the content and structure of the programme and how it will be applied in practice in the workplace.
- 5.11. This model of establishing the programme in a new council setting through skills development and training the trainer follows the prescribed route developed by the CVLDG, which builds capacity and sustainability for the organisation adopting PPB.

6. Conclusions

- 6.1. The PPB programme has been independently and locally evaluated throughout the lifetime of the programme. The extremely positive results delivered from both evaluation approaches have provided the CVLDG with confidence in the effectiveness of the programme.
- 6.2. In order to continue to reap the benefits of the programme it is necessary to move with the times by considering PPB's continued appropriateness and currency in the context of new thinking and Social Care policies.
- 6.3. The PPB review has set out to address this and doing so has resulted in a renewed confidence that the programme remains current and robust enough to be compatible with newer policies and strategies.
- 6.4. The commitment to continue gathering feedback and continuing the review on a rolling basis will strengthen the programme still further. This approach will also go a significant way to sustaining the programme in years to come through the robust governance structure in place.

- 6.5. The longer-term sustainability of the PPB programme is rooted in shared ownership and underpinning values between stakeholders at all levels and from each of the participating councils. This needs to be safeguarded through continuity and forward planning in each council.

7 Employee Implications

- 7.1. The continuation of the review cycle will involve stakeholders at all levels and across all councils using the programme. The PPB Strategic Governance Group will take responsibility for this in consultation with Clyde Valley Social Care Group, who will take responsibility for allocating the tasks to each stakeholder group.

8. Financial Implications

- 8.1. None

9. Climate Change, Sustainability and Environmental Implications

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

10. Other Implications

- 10.1. No specific risks have been identified beyond maintaining the commitment and application of members of the Group.

- 10.2. The sustainability of the programme is contingent on the continuation of the CVLDG and the ongoing commitment of its Members.

11. Equality Impact Assessment and Consultation Arrangements

- 11.1. 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.
- 11.2. Consultation with all participating Councils has been fundamental to conducting the review process and has been delivered through discussions at the Clyde Valley Social Care Group and the PPB Strategic Governance Group.

Gerry Farrell

Project Manager, Clyde Valley Learning and Development Group

23 January 2024

Previous References

- ◆ 5 December 2016 – Clyde Valley Learning and Development Project – Governance of the Promoting Positive Behaviour Programme
- ◆ 27 February 2023 – Clyde Valley Learning and Development Project – Strategic Review of Promoting Positive Behaviour (PPB) Programme

List of Background Papers

- ◆ Clyde Valley Learning and Development Project Minute of Agreement

Contact for Further Information

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

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

Tel: 07795 454576)

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

Report

7

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	12 February 2024
Report by:	Project Manager, Clyde Valley Learning and Development Group

Subject:	Clyde Valley Learning and Development Project – Progress and Activity of the e-Learning Group
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Joint Committee with a summary and overview of the key activities and outcomes achieved by the e-Learning Group over the past year

2. Recommendation(s)

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

- (1) that it be noted that the e-Learning Group continues to function as an effective and productive network with high levels of participation and commitment;
- (2) that it be noted that Group members from six different councils have delivered a programme of skills development and best practice sharing. These have contributed to capacity building in the field of e-Learning development for the Group;
- (3) that it be noted that the e-Learning Group has identified making improvements to the delivery of Mandatory Training and reducing the impact of Digital Exclusion as priority topics for development; and
- (4) that it be noted that good progress has been achieved in addressing both of these complex issues and that this work will continue.

3. Background

- 3.1. The Clyde Valley Learning and Development Group (CVLDG) e-Learning Group is one of the longest established and most productive networks within the Clyde Valley Group. It meets regularly on a six-weekly cycle via MS Teams.
- 3.2. Since the pandemic and lockdown the meetings have been hosted exclusively online and are now regularly attended by between 15 and 18 members. It is a good example of adapting to the requirements of lockdown and creating a sustainable and productive working environment.
- 3.3. The purpose of the Group is to:-
 - provide a forum for shared learning and skills development
 - share content development techniques and courses
 - minimise and resolve common problems relating to online learning
 - explore and develop best practice
 - provide guidance and plans to improve e-learning delivery for all

4. The Agenda for 2023-2024

4.1. At the start of 2023, a survey was conducted amongst all the members of the Group seeking opinions, views and suggestions for the development agenda. The survey results provided many suggestions which were consistent with the Group's overall objectives and as a result the following was agreed:-

- presentations from Group members focused on developing skills through demonstrating techniques, showcasing products and exploring new concepts
- investigating opportunities for a common approach to delivering mandatory training online
- seeking solutions to the widespread problem of engaging with hard-to-reach groups of employees and the digitally excluded

4.2. The presentations from the members of the Group have been very well received and have come from a broad range of council representatives. The subjects covered to date were:-

- Adobe Character Animator (creating animations) - Renfrewshire Council
- VLOOKUP (improving Excel e-learning report summaries) - Perth and Kinross Council
- Adapt and Page Tiger (content authoring and graphics) - North Lanarkshire Council
- Vyond (animated video content) - South Lanarkshire Council
- Tips and techniques to manage e-learning support calls - Scottish Borders Council
- Artificial Intelligence (AI) tools (smart content development) - Renfrewshire Council

4.3. The presentations were all well received and have led to further use of the products and improved ways of working. Some of these topics, such as the application of AI to e-learning which is moving very quickly, are still in their infancy. As a result, this topic will be revisited for further exploration during 2024.

4.4. To address the other topics identified, two short life sub-groups were established led by volunteers from the main group. Clackmannanshire Council took the lead on the Mandatory Training, and Renfrewshire Council for the investigation into Digital Exclusion. Other members of the e-Learning Group self-nominated to join one or other of the sub-groups.

4.5. Common access and storage areas were established using Scottish Borders Council's (SBC) MS Teams channels. This allows members of the groups to access documents, spreadsheets, presentations and meeting notes, as well as hosting meetings and sharing communications.

4.5. Whilst still a work in progress the following outputs have been achieved:-

4.5.1. Mandatory Training

- Survey conducted to establish how each council manages this task
- Collated results to look for commonality (topics common to each council)
- Identified subject areas for content analysis (with a view to sharing courses and updates)
- Production of a Guidance Framework for use by councils to address standards, approvals, governance, accountability and monitoring

4.5.2. Hard to Reach Groups and Digital Exclusion

- Benchmarking exercise completed to establish the nature and complexity of this issue
- Compile information on approaches that have been tried or currently in place to address the problem
- Identify the barriers of access and collate these under themes
- Allocate tasks to investigate means of overcoming these barriers either through sharing existing practice or developing innovative ideas
- Conduct online and desktop research on how other councils, private sector, government and third sector have addressed the topic and identify successes and best practice
- Gather information on UK legislation and accessibility standards, and share these on the SBC Teams channel
- Developing new materials for multiple channel approach to induction, aimed at audiences with low levels of digital skills
- Compile a library of case studies and digital inclusion reports from within and outside the CVLDG where positive examples can guide the sub-groups' recommendations
- Produce a generic paper for internal use by the e-Learning Group members to seek senior management support and commitment to addressing the problem and introduce some of the approaches that have been successful elsewhere
- Focus on the business case for making progress with this issue

4.6. The analysis carried out by both sub-groups has confirmed that both are complex issues with multiple factors to be considered. Neither therefore has a trivial solution nor a "silver bullet" to resolve them, rather a series of tactics and strategies to make an impact.

4.7. The work will continue over the next few months culminating in both sub-groups presenting their conclusions and outputs with the wider e-Learning Group. Thereafter the output reports and guidance will be shared with colleagues and managers in each council to seek endorsement for the recommendations.

5. Conclusions

- 5.1. The e-Learning Group has successfully changed its modus operandi as a result of Covid lockdown restrictions. However, this has proved to be a blessing in disguise as the shift to online meetings has created a legacy of high attendances and enthusiastic participation in the Group from Member Councils all over the country.
- 5.2. Feedback from the e-Learning Group members survey provides evidence of how much each council values the networking and support that the Group provides. This is exemplified by the consistently strong attendance and high degree of interaction and participation at meetings. It is further demonstrated by the willingness of members of the Group to take ownership of tasks and contribute to achieving results.
- 5.3. The skills development activities provide opportunities to share the skills and knowledge that members of the Group possess. It is encouraging that as many as six different council representatives have made presentations so far and that these sessions will continue over the next tranche of meetings.
- 5.4. Further priorities will be identified for the e-Learning Group to progress after the current activities are concluded. Already it is planned to start the process of scoping the procurement of the next Learning Management System to be ready for the conclusion of the current contract (31 July 2025).

6 Employee Implications

- 6.1. The work of the e-Learning Group is dependent on the continued active participation of its members. It is recognised that this often involves additional commitments of time alongside day-to-day tasks. Achieving meaningful outcomes is therefore a function of each member council's commitment to the Project.

7. Financial Implications

- 7.1. None

8. Climate Change, Sustainability and Environmental Implications

- 8.1. Hosting meetings online has had a significant impact in reducing travelling for the member councils to attend meetings, especially for the many Participating Members from outside the Clyde Valley area.
- 8.2. Successfully addressing the issues of digital exclusion and delivering mandatory training to all staff groups through the use of technology has the potential to reduce travelling, use of training rooms and the costs of delivering training for all member councils.

9. Other Implications

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

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 with all members of the e-Learning group has been fundamental to identifying the critical issues to be addressed and sustaining commitment to the Project's objectives and ideals.

Gerry Farrell

Project Manager, Clyde Valley Learning and Development Group

23 January 2024

Previous References

None

List of Background Papers

None

Contact for Further Information

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

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

Tel: 07795 454576)

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