

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 7 September 2009

Convener:

Councillor Denis McKenna, South Lanarkshire Council

Councillors Present:

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| East Dunbartonshire: | Jim Gibbons |
| East Renfrewshire: | Alan Lafferty |
| Inverclyde: | Iain McKenzie |
| North Lanarkshire: | Jean Jones |

Councillors' Apologies:

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| Glasgow: | Tom McKeown and Jean McFadden (Substitute) |
| Renfrewshire: | Lorraine Cameron and James McQuade (Substitute) |
| West Dunbartonshire: | May Smillie and Patrick McGlinchey (Substitute) |

Attending:

Clerk's Office

Gordon Bow, Administration Adviser, 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

Jackie Anderson, 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

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 1 June 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 19 August 2009 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 7 August 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 £0.051 million be noted; and
- (2) that the forecast of a breakeven position at 31 March 2010 be noted.

4 2008/2009 Annual Accounts for the Clyde Valley Learning and Development Joint Committee

The Treasurer to the Clyde Valley Learning and Development Joint Committee advised that the 2008/2009 Annual Accounts had received a clear audit certificate from PriceWaterhouseCoopers (PWC). It was highlighted that a copy of the signed accounts would be provided by PWC in due course.

The Joint Committee decided: that the position be noted.

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

A report dated 27 August 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 Management Training
- ◆ Management Development
- ◆ Social Care
- ◆ Equality Training
- ◆ Elected Member Training
- ◆ E-Learning

Confirmation was provided by the representative of Glasgow City Council that a recommendation would be made to discontinue First Line Management accreditation provided by the Institute of Leadership and Management (ILM). In future, there would either be no accreditation or accreditation for programmes delivered by the Chartered Management Institute (CMI).

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

[Reference: Minutes of 22 May 2009 (Paragraph 4)]

6 Clyde Valley Learning and Development Project - Shared Services in Learning and Development in Social Care

A report dated 27 August 2009 by the Chair of the Clyde Valley Learning and Development Project Implementation Group was submitted on progress in relation to Phases 1 and 2 of the Clyde Valley Social Care training agenda.

The 2 key subject areas of Phase 1 had been identified as:-

- ◆ moving and assisting
- ◆ food hygiene Royal Environmental Health Institute Scotland (REHIS)

A competitive tendering exercise was underway for the 2 areas and tender documents were due to be returned on 21 September 2009 for moving and assisting and on 30 September 2009 for food hygiene (REHIS). It was anticipated that the contracts would be awarded to suitable providers by 2 November 2009. The contracts would cover a 3 year period with the option to extend for a further 1 year.

In addition, the Social Care Sub-group had considered the priorities for Phase 2 of the project and agreed that there was a need to refocus on the workstreams identified in the second phase, namely:-

- ◆ Crisis and Aggression Limitation and Management (CALM)
- ◆ Social Care Managers' Induction
- ◆ Personal Safety at Work

The final draft of a pre-course e-learning module for anti-racist training had also been completed and the e-learning course was being developed.

The Joint Committee decided: that the progress achieved to date in relation to Phases 1 and 2 of the Social Care training agenda be noted.

[Reference: Minutes of 27 August 2009 (Paragraph 5)]

7 Purchase of E-Learning Services

A report dated 25 August 2009 by the Chair of the Clyde Valley Learning and Development Project Implementation Group was submitted on the outcome of the tendering exercise for the provision of e-learning services.

The tenders had been fully evaluated and it was proposed that Brightwave Limited be selected to provide a fully integrated e-learning service to the Clyde Valley Councils.

The contract would be awarded for 3 years allowing each council to purchase some or all of the following modules:-

- ◆ learning management system
- ◆ E-learning content development tool
- ◆ 360 degree appraisal tool
- ◆ course and content evaluation

Due to the various options available to councils, the overall purchase costs of the service remained unclear. When finalised, costs would be charged on a sliding scale depending on the size of the authority. The first year costs would be met by the Clyde Valley Project with costs for years 2 and 3 being met by individual councils. A summary of how the costs had been broken down was provided in an appendix to the report. The letter of contract had been signed by South Lanarkshire Council acting as agent for the Clyde Valley Learning and Development Project and issued to the supplier in order to let the contract with immediate effect.

Representatives of Brightwave Limited gave a presentation illustrating, in general terms, how the e-learning service would look. They also gave more specific illustrations of the 360 degree appraisal tool to give members more detail on this particular module.

The Joint Committee decided: that the report be noted.

8 Urgent Business

There were no items of urgent business.