

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 1, South Lanarkshire Council Offices, Almada Street, Hamilton on 2 March 2009

Convener:

Councillor Denis McKenna, South Lanarkshire Council

Councillors Present:

East Dunbartonshire:	Jim Gibbons
East Renfrewshire:	Alan Lafferty
North Lanarkshire:	Jean Jones (Vice Convener)

Councillors' Apologies:

Glasgow:	Tom McKeown and Jean McFadden (Substitute)
Inverclyde:	Iain McKenzie and Gerry Dorrian (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

Project Implementation Group

Gerry Farrell, Clyde Valley Learning and Development Project
 LeeAnne Galasso, East Dunbartonshire Council
 Jackie Anderson, Glasgow City Council
 Heather Liddle, North Lanarkshire Council
 Michael Moran, Renfrewshire Council
 Gill Bhatti, Chair of Clyde Valley Learning and Development Project Implementation Group, South Lanarkshire Council

Also Attending:

Margaret Quinn, Development Officer, Clyde Valley Learning and Development Project
 Felix Haggerty, Social Work Training and Development Manager, Renfrewshire 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 December 2008 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 2008/2009 - Clyde Valley Learning and Development Joint Committee

A report dated 12 February 2009 by the Treasurer to the Joint Committee was submitted comparing actual expenditure at 23 January 2009 against budgeted expenditure for 2008/2009 for the Clyde Valley Learning and Development Joint Committee.

The Joint Committee decided: that the spend on the Clyde Valley Learning and Development Joint Committee revenue budget of £0.109 million, as detailed in Appendix A to the report, and the forecast to 31 March 2009 of a breakeven position be noted.

4 Clyde Valley Learning and Development Project - Staffing Arrangements

A report dated 18 February 2009 by the Chair of the Clyde Valley Learning and Development Project Implementation Group was submitted on proposals to extend the existing staffing arrangements for the Clyde Valley Learning and Development Project.

The existing temporary staffing secondments for the Clyde Valley Learning and Development Project were due to come to an end in March 2009. In terms of the overall joint work in this area, there was a demand to extend the secondments for the Project Manager and the Administration Assistant for a further 12 months.

The Joint Committee decided:

- (1) that the secondments of the Project Manager and Administration Assistant be extended until March 2010;
- (2) that the secondment of the Project Development Officer be extended until September 2009; and
- (3) that each of those secondments be reviewed at the end of the agreed time in line with business requirements.

[Reference: Minutes of 16 October 2007 (Paragraph 5)]

The Project Manager and Project Development Officer withdrew from the meeting while this item was being considered

5 Clyde Valley Learning and Development Project - Shared Services Update Phase 1

A report dated 17 February 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 1 of the Clyde Valley Learning and Development Project.

Progress was summarised for the following areas:-

- ◆ First Aid
- ◆ Diversity and Equality
- ◆ Delivery of Vocational Qualifications

The business changes identified and introduced during Phase 1 would continue to be evaluated as part of the Clyde Valley Councils' day to day activities.

The Joint Committee decided: that the completion of Phase 1 of the project with a significant number of satisfactory outcomes be noted.

[Reference: Minutes of 1 December 2008 (Paragraph 6)]

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

A report dated 17 February 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 – Institute of Leadership and Management (ILM)
- ◆ Management Development
- ◆ Social Care
- ◆ Equality Training
- ◆ Elected Member Training

Details were provided on the savings realised through the shared development of the accredited Management Development Programme and the shared approach to council registration with the Chartered Management Institute.

The potential to review options available to develop the work of the Clyde Valley Learning and Development Project was highlighted and a report on this would be submitted to a future meeting.

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

[Reference: Minutes of 1 December 2008 (Paragraph 6)]

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

A report dated 17 February 2009 by the Chair of the Clyde Valley Learning and Development Project Implementation Group was submitted on progress in relation to the use of technology and e-learning to support the delivery of learning and development to groups of employees working for the 8 Clyde Valley Councils.

The benefits of adopting a common learning management system to facilitate the increased use of e-learning were detailed. A tender opportunity had been identified for an external provider to provide a common learning management system and associated applications which would meet the requirements of the Clyde Valley Councils. In addition, it was highlighted that the Improvement Service was looking to become directly involved in the Clyde Valley Learning and Development Project's tendering process by using the same technology to develop access to training materials for Planning services throughout Scotland.

A demonstration of e-learning technology and the uses which might be made of the technology was provided.

The Joint Committee decided: that progress made by the Clyde Valley Learning and Development Project in developing a common approach to the delivery of e-learning across all authorities be noted.

8 Clyde Valley Learning and Development Project - Learning and Development in Social Care

A report dated 17 February 2009 by the Chair of the Clyde Valley Learning and Development Project Implementation Group was submitted on progress in relation to Phase 1 of the Clyde Valley Learning and Development Project Social Care training agenda.

The 2 key subject areas within the Social Care training agenda had been identified as:-

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

The core content of the training courses for those 2 areas had been agreed and tender preparations were now underway in partnership with South Lanarkshire Council's Procurement Team.

Phase 1 of the Social Care project had also identified the areas of child protection and anti-racist training and a progress report on generic training in those areas would be submitted to a future meeting.

A further 3 subject areas which would benefit from a shared approach had been identified as follows:-

- ◆ Social Work Managers' induction
- ◆ crisis aggression limitation and management
- ◆ personal safety at work

The Joint Committee decided: that the progress of the project to date in relation to moving and handling and Royal Environmental Health Institute Scotland (REHIS) food hygiene training be noted.

[Reference: Minutes of 1 December 2008 (Paragraphs 7 and 8)]

9 Urgent Business

There were no items of urgent business.