

Report

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	16 October 2007
Report by:	Clerk to the Joint Committee

Subject:	Clyde Valley Learning and Development Joint Committee – Procedural Arrangements
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on the membership of the Joint Committee
- ◆ allow the Joint Committee to consider and approve the procedural arrangements and associated supporting documentation as set out in this report

2. Recommendation(s)

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

- (1) that the membership of the Joint Committee be noted and, where required, constituent authorities be asked to nominate members/substitute members;
- (2) that the Terms of Reference of the Joint Committee, as detailed in Paragraph 4.1, be approved;
- (3) that the Standing Orders on Procedures of the Clyde Valley Learning and Development Joint Committee, as detailed in Appendix 1, be approved;
- (4) that the Standing Orders on Contracts and Financial Regulations of South Lanarkshire Council, as lead authority, be adopted by the Clyde Valley Learning and Development Joint Committee; and
- (5) that the Scheme of Delegation, as detailed in Appendix 2, be approved.

3. Background

3.1. Following the successful outcome of the bid to the Scottish Executive Efficient Government Fund, arrangements are being made to progress the Clyde Valley Learning and Development Project. The proposals involved the establishment of a Joint Committee and the constituent authorities and their nominated representatives to serve on the Clyde Valley Learning and Development Joint Committee are as follows:-

<i>Council</i>	<i>Member</i>	<i>Substitute</i>
East Dunbartonshire	To be advised	
East Renfrewshire	Councillor Alan Lafferty	To be advised
Glasgow City	Councillor Tom McKeown	Councillor Jean McFadden
Inverclyde	To be advised	
North Lanarkshire	Councillor Michael Ross	Councillor Bob Chadha
Renfrewshire	Councillor Lorraine Cameron	To be advised
South Lanarkshire	Councillor Denis McKenna	To be advised

- 3.2. Where required, arrangements are being made to confirm the full representation position of each Council.
- 3.3. In terms of the positions of Clerk and Treasurer to the Joint Committee, these are held by South Lanarkshire Council as lead authority and are currently filled by Robert McIlwain, Executive Director (Corporate Resources) and Paul Manning, Head of Finance.
- 3.4. It has also been identified that there may be occasions when it would be beneficial to have contributions from representatives of other appropriate bodies. Provision has, therefore, been made within the Standing Orders on Procedures for persons from appropriate bodies to attend in an advisory capacity with no voting rights.

4. Standing Orders and Other Procedural Documentation

- 4.1. The proposed Terms of Reference of the Joint Committee are as follows:-
- 1) To approve the Clyde Valley Learning and Development Project Work Plan.
 - 2) To monitor progress against the Work Plan.
 - 3) To ensure financial probity.
 - 4) To approve specific recommendations in relation to each project subject area.
- 4.2. The specific roles and responsibilities of the Joint Committee and the other identified key stakeholders are detailed in a separate report on the agenda.
- 4.3. Standing Orders on Procedures for the Joint Committee have been drafted and these are attached at Appendix 1. In addition, a Scheme of Delegation to officers has been drafted (attached at Appendix 2) and it is proposed that these be adopted to ensure the effective conduct of the business of the meetings of the Joint Committee and to facilitate the day to day delivery of the project..
- 4.4. In view of the fact that South Lanarkshire Council is lead authority, it is proposed that the Standing Orders on Contracts and the Financial Regulations of South Lanarkshire Council be adopted by the Joint Committee to facilitate the operation of the project. Copies of these documents can be accessed on the Council's website:-

Standing Orders on Contracts:

<http://www.southlanarkshire.gov.uk/coins/commpdfs/procedures/00000179.pdf>

Financial Regulations:

<http://www.southlanarkshire.gov.uk/coins/commpdfs/procedures/00000181.pdf>

5. Employee Implications

- 5.1. There are no employee implications associated with this report. Details in terms of project staffing are covered in a further report on this agenda.

6. Financial Implications

- 6.1. There are no financial implications associated with this report. Details in terms of project funding are covered in a further report on this agenda.

7. Other Implications

- 7.1. None.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. Consultation in respect of the Clyde Valley Learning and Development Project involving the establishment of a Joint Committee has been undertaken with the constituent authorities.
- 8.2. An Equality Impact Assessment is proposed during the first 3 months of the Project's implementation phase.

Robert McIlwain
Clerk to the Joint Committee

5 October 2007

Previous References

None

List of Background Papers

- ◆ Correspondence from constituent authorities
- ◆ Standing Orders on Contracts of South Lanarkshire Council
- ◆ Financial Regulations of South Lanarkshire Council

Contact for Further Information

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

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