

Report

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	20 June 2022
Report by:	Chair of Clyde Valley Learning and Development Project Implementation Group

Subject:	Clyde Valley Learning and Development Project - Roles and Responsibilities
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ outline the distinct roles and responsibilities of all the key stakeholders associated with the Clyde Valley Learning and Development Project

2. Recommendation(s)

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

- (1) that the broad range of stakeholders involved in the delivery of the Clyde Valley Learning and Development Project be noted; and
- (2) that the distinction between the roles and responsibilities of each of the stakeholder groups be noted.

3. Background

3.1. The Clyde Valley Learning and Development Joint Committee (CVLDJC) is a formal structure comprising elected members from each of the partner Councils, and which has full responsibility for the governance of the Project. There are, however, a range of other individuals and groups who have a stake in the Clyde Valley Project and who have distinct roles and responsibilities. This report provides members of the Joint Committee with an overview of the other structures and individuals supporting the work of the Clyde Valley Project.

4. Roles and Responsibilities

4.1. The following groups and individuals are the principal stakeholders in the Clyde Valley Learning and Development Project.

4.2. The main roles and responsibilities for each stakeholder group are as follows.

4.2.1 Joint Committee

The Joint Committee comprises of elected members representing each of the Full Member Councils. The current Full Member Councils are:-

- ◆ South Lanarkshire Council (Lead and Joint Committee Convener)
- ◆ East Renfrewshire Council
- ◆ Glasgow City Council

- ◆ Inverclyde Council
- ◆ North Lanarkshire Council
- ◆ Renfrewshire Council

The primary role of the Joint Committee is to oversee the governance of the Project. This includes:-

- ◆ endorsement of the work plan and priorities for development
- ◆ ensuring financial probity
- ◆ approval of specific recommendations in relation to each project subject area
- ◆ monitoring progress against the work plan
- ◆ encouraging participation in specific initiatives from Member Councils

4.2.2 Clerk to the Joint Committee

The Clerk supports the Joint Committee by providing the following services:-

- ◆ secretariat and minute taking at the meetings
- ◆ distributing papers, agendas and minutes in advance of meetings
- ◆ advice on procedural matters such as the Standing Orders and terms of reference
- ◆ managing online meeting arrangements, where appropriate

4.2.3 Project Steering Group and Social Care Group

The Project Steering Group and Social Care Group are officer groups with representatives from each of the participating authorities. Both Groups have equal status in terms of management however they oversee separate but complementary agendas and areas of strategic implementation. The Chair of the Steering Group is the Employee Development and Diversity Manager from South Lanarkshire Council. The Social Care Group shares responsibility for Chairing meetings and this is achieved by rotation. The roles for both officer groups are:-

- ◆ attending the Joint Committee
- ◆ advising members of the Joint Committee on all aspects of the Project
- ◆ co-ordinating all actions in relation to the Project work plan
- ◆ representing individual Council's interests and views on each Group
- ◆ acting as advocates for the Project within respective Councils
- ◆ facilitating the work of the Group and its implications within each respective Council
- ◆ liaising with senior officers as required regarding maintaining commitment to the Project
- ◆ establishing relevant networks for each aspect of the Project
- ◆ representing the Clyde Valley Group at meetings of interested parties
- ◆ taking appropriate decisions on methodologies and making recommendations as appropriate to the Joint Committee
- ◆ gathering and monitoring data on progress

4.2.4 Project Manager

The post of Project Manager for the Clyde Valley Project has been established since October 2007. The role of the Project Manager is to:-

- ◆ plan, initiate and co-ordinate delivery, and to evaluate the Project in all its stages
- ◆ manage seconded staff involved in project management and implementation of specific aspects of the projects
- ◆ schedule and manage the work plan
- ◆ evaluate resource requirements for delivery
- ◆ monitor and mitigate risks, identify issues and address accordingly

- ◆ report on progress
- ◆ co-ordinate tasks for implementation sub groups
- ◆ continually progress the development agenda for each subject area
- ◆ provide information on outcomes and benefits accrued
- ◆ represent the Clyde Valley Group at meetings of interested parties
- ◆ monitor the budget

4.2.5 **Project Staff (Secondees)**

In order to take the Project forward, it is occasionally necessary to second staff from member Councils to implement various aspects of the Project. Project staff seconded from member councils are responsible for the following:-

- ◆ project-manage specific subject areas
- ◆ manage meetings of relevant stakeholders representing each council
- ◆ develop solutions for subject area under review
- ◆ schedule implementation work plan for subject area
- ◆ monitor and track progress
- ◆ gather and retain data on outcomes and benefits
- ◆ provide information on progress against workplan

4.2.6 **Treasurer**

As always, it is important that the Project budget effectively is monitored and managed effectively. For this reason, a senior finance officer from South Lanarkshire Council has been appointed as Treasurer. The Treasurer is responsible for:-

- ◆ ensuring the appropriate financial regulations are applied in all the Group's transactions
- ◆ establishing and managing project accounts
- ◆ ensuring proper procurement rules are adhered to
- ◆ monitoring financial transactions associated with the Project
- ◆ preparing break even analysis for the Joint Committee
- ◆ preparing the Annual Report and Accounts
- ◆ Liaising with the requirements of the external auditor

4.2.7 **Participating and Procurement Members**

The facility remains for other Councils to join the Clyde Valley Learning and Development Group (CVLDG) on an annual basis via a modest membership fee. Councils have the option to join as either Participating or Procurement Members. These categories of membership do not have a strategic interest in the management and governance of the Project and have limitations to rights and liabilities. The decision to join the Group is primarily associated with workstreams where there is a direct benefit to be realised through taking a collaborative approach e.g. joint procurement creating economies of scale, Promoting Positive Behaviour.

Participating Members may opt in to any aspect of the CVLDG's initiatives or programmes and realise the benefits accordingly. Procurement Members may only participate in procurement activities being run by the Group but may share in any procurement benefits realised. Neither Participating nor Procurement Members have strategic responsibility for project governance and do not participate in the Joint Committee.

The current list of Participating members is as follows:-

Participating Councils

- ◆ Angus Council
- ◆ Clackmannanshire Council
- ◆ Dundee City Council
- ◆ East Dunbartonshire Council
- ◆ Falkirk Council
- ◆ Orkney Council
- ◆ Perth and Kinross Council
- ◆ Scottish Borders Council
- ◆ West Dunbartonshire Council

There are currently no Procurement Members.

5. Promoting Positive Behaviour (PPB) Strategic Governance Group

5.1 The PPB programme is owned and governed by Members of the CVLDG. As this programme is governed by a separate Minute of Agreement which sets out the terms of use for the programmes and the responsibilities of management and governance. The Strategic Governance Group is responsible for monitoring and maintaining the governance of all aspects of the programme.

5.2 The PPB Strategic Governance Group is chaired by a senior officer from one of the Member Councils (currently Glasgow City Council and Health and Social Care Partnership). Specific responsibilities are as follows:-

- ◆ Adopt and sign off a Minute of Agreement controlling the ownership and management of the PPB programme
- ◆ Overseeing the maintenance of a relevant, current and practical suite of PPB course materials which is fit for purpose for the target audience
- ◆ Monitoring of violent incidents and issues arising from both the delivery of the programme and the application of the course content in the context of service delivery
- ◆ Commissioning and managing risk assessments in relation to the PPB programme
- ◆ Monitoring capacity and demand to deliver the programme
- ◆ Establish policy on the use of the PPB programme within the Clyde Valley Member Councils
- ◆ Oversee the ongoing evaluation of the programme

6. Employee Implications

6.1. Due to staff retirements during 2021 the Project Manager is currently the sole member of staff seconded to the project. This, along with retirements and changes to staff representatives from the Members Councils has necessitated a remodelling of project delivery.

6.2 Members of the Project Steering Group and Social Care Group must assume their responsibilities in tandem with their respective Council roles. The Project's success is contingent on Council representatives continuing to allocate appropriate resources to share these responsibilities

7. Financial Implications

- 7.1. The contributions from Member Councils currently amounts to £78,000 per annum which has been achieved through contributions from six Full Members and nine Participating Members.

8. Climate Change, Sustainability and Environmental Implications

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

9. Other Implications

- 9.1. The support of all stakeholders in the Clyde Valley Learning and Development Project is required to ensure its continued success.

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. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Implementation Steering Group

20 May 2022

Previous References

- ◆ Clyde Valley Learning and Development Project - Shared Services Roles and Responsibilities - 28 August 2017

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:-

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