

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 16 October 2007

Convener:

Councillor Denis McKenna, South Lanarkshire Council (after item 2)

Councillors Present:

East Renfrewshire Council:	Alan Lafferty
Glasgow City Council:	Tom McKeown
West Dunbartonshire Council:	May Smillie

Councillors' Apologies:

North Lanarkshire Council:	Michael Ross, Bob Chadha
Renfrewshire Council:	Lorraine Cameron

Attending:

Clerk's Office

Robert McIlwain, Clerk; Stuart McLeod, Administration Officer

Project Implementation Group

Mandy Watt, East Renfrewshire Council
Deborah Brown, Renfrewshire Council
Gill Bhatti and Gerry Farrell, South Lanarkshire Council
Donald Gordon, West Dunbartonshire Council

Also Attending:

Janice Irvine, Manager – Organisational Development and Change, Glasgow City Council
Hugh Carroll, Senior Training Officer, North Lanarkshire Council

1 Declaration of Interests

No interests were declared.

2 Position of Convener

The Joint Committee decided:	that Councillor D McKenna, South Lanarkshire Council, be confirmed as the Convener of the Joint Committee.
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3 Position of Vice Convener

The Joint Committee decided:	that consideration of the appointment of the Vice Convener of the Joint Committee be continued to the next meeting.
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4 Clyde Valley Learning and Development Joint Committee – Procedural Arrangements

A report dated 5 October 2007 by the Clerk to the Joint Committee was submitted on the:-

- ◆ membership of the Joint Committee
- ◆ procedural arrangements and associated supporting documentation

Details were provided on the:-

- ◆ membership of the Joint Committee and the councils which still required to nominate members/substitute members
- ◆ positions of Clerk and Treasurer to the Joint Committee which were held by South Lanarkshire Council as lead authority and were currently filled by R McIlwain, Executive Director (Corporate Resources) and P Manning, Head of Finance, Finance and Information Technology Resources
- ◆ Terms of Reference for the Joint Committee
- ◆ Standing Orders on Procedures for the Joint Committee
- ◆ Scheme of Delegation
- ◆ Standing Orders on Contracts and the Financial Regulations of South Lanarkshire Council which, as the lead authority, it was proposed be adopted by the Joint Committee

The Joint Committee decided:

- (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, as detailed in paragraph 4.1 of the report, and the Standing Orders on Procedures of the Clyde Valley Learning and Development Joint Committee, as detailed in Appendix 1 to the report, be approved;
- (3) 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
- (4) that the Scheme of Delegation, as detailed in Appendix 2 to the report, be approved.

5 Clyde Valley Learning and Development Project – Shared Services

A report dated 5 October 2007 by the Chair of the Clyde Valley Learning and Development Project Implementation Group was submitted on:-

- ◆ the outcome of the bid for funding from the National Board for Shared Services (NBSS)
- ◆ progress of the project to date

The Clyde Valley councils had worked informally on a collaborative approach to learning and development for employees for a number of years. The success of this collaboration had led to a bid to the National Board for Shared Services for a Clyde Valley Learning and Development Project. The bid, detailed in the appendices to the report, had been approved and a development grant of £560,000 had been awarded by the NBSS.

The Project would be overseen by the Joint Committee which was made up of 1 elected member and 1 substitute member from each of the participating councils. The Joint Committee would be supported by the Clyde Valley Learning and Development Project Implementation Group which was made up of officers from each of the participating councils. A Minute of Agreement to govern the actions of member councils was being drafted and, once finalised, would be signed by the participating councils.

Progress in relation to the provision of training was as follows:-

- ♦ **First Aid** - A new model for the delivery of first aid training had been devised and was being tested. Glasgow City Council would deliver the courses and it was noted that 2 had already taken place. A schedule of courses had been planned to run by the end of the year
- ♦ **Diversity and Equalities** - An e-learning package had been prepared and was now available to all participating councils at a discounted rate
- ♦ **Vocational Qualifications (SVQs)** - A project Sub Group had been set up to focus on delivering SVQs more efficiently and to develop best practice models to be replicated throughout the participating councils and the wider community of local government in Scotland

The grant allocated to the Project provided funding for a Project Implementation Team. A Project Manager had been appointed and arrangements to second suitable employees from the Clyde Valley councils to assist the Project Manager were being made. As funding for the Project was only authorised until March 2008 in the first instance, the appointment of the Project Manager and the secondments would initially run for this period.

The Joint Committee decided:

- (1) that the establishment of governance arrangements to support the project be noted;
- (2) that the appointment of appropriate employees to resource the project be noted;
- (3) that the development of a new delivery model for training in first aid and for diversity and equalities across the Clyde Valley councils be noted;
- (4) that the establishment of an Implementation Sub Group to review the delivery of vocational qualifications (SVQs) be noted; and
- (5) that the progress in drafting the Minute of Agreement to be adopted by the partner councils be noted.

6 Clyde Valley Learning and Development Project – Roles and Responsibilities

A report dated 5 October 2007 by the Chair of the Clyde Valley Learning and Development Project Implementation Group was submitted on the roles and responsibilities of the key stakeholders associated with the Clyde Valley Learning and Development Project.

The Joint Committee had full responsibility for the Clyde Valley Learning and Development Project, however, a range of individuals and groups had a stake in the Project and details were provided on the roles and responsibilities of the following:-

- ◆ Clyde Valley Learning and Development Joint Committee
- ◆ Clerk to the Committee
- ◆ Treasurer
- ◆ Project Implementation Steering Group
- ◆ Project Manager
- ◆ Project employees
- ◆ Clyde Valley Chief Executive's Forum
- ◆ National Board for Shared Services
- ◆ Improvement Service

The Joint Committee decided:

- (1) that the range of stakeholders involved in the delivery of the project be noted; and
- (2) that the distinction between the roles and responsibilities of each of the stakeholders be noted.

7 Date of Next Meeting

The Joint Committee decided: that arrangements be made to hold the next meeting of the Joint Committee on a suitable date in February 2008.

8 Urgent Business

There were no items of urgent business.
