

# CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 5, South Lanarkshire Council Offices, Almada Street, Hamilton on 1 September 2008

## **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
Inverclyde:	Iain McKenzie
Renfrewshire:	Lorraine Cameron

## **Attending:**

### **Clerk's Office**

Robert McIlwain, Clerk; Stuart McLeod, Administration Officer, South Lanarkshire Council

### **Treasurer's Office**

Paul Manning, Treasurer; Lorraine O'Hagan, Accounting and Budgeting Manager, South Lanarkshire Council

## **Project Implementation Group**

Leeanne Galasso, East Dunbartonshire Council  
Jackie Anderson, Glasgow City Council  
Heather Liddle, North Lanarkshire Council  
Steven McNab, Renfrewshire Council  
Gill Bhatti and Gerry Farrell, South Lanarkshire Council

## **Also Attending:**

Hazel Lawson, Legal Services Manager and Margaret Quinn, Development Officer, South Lanarkshire Council

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 2 June 2008 were submitted for approval as a correct record.

**The Joint Committee decided:** that the minutes be approved as a correct record.

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## **3 Clyde Valley Learning and Development Joint Committee - Minute of Agreement**

A report dated 15 August 2008 by the Legal Services Manager, South Lanarkshire Council was submitted on the Minute of Agreement for the Clyde Valley Learning and Development Project, an agreement between the 8 member authorities to provide shared services on certain terms

and conditions. The Agreement would be legally binding on the member authorities and a draft legal agreement had been prepared by the Head of Legal Services, South Lanarkshire Council and copied to the other member authorities for consideration in February 2008. The Agreement had been amended to reflect the comments received from the member authorities and a copy of the final draft was attached as an appendix to the report.

After the issue of the papers for this meeting, a further amendment to paragraph 7.1 of the Agreement had been received from Glasgow City Council. A copy of the amended text was tabled at the meeting.

It was proposed that the Minute of Agreement be circulated to the member authorities for signing. This would be co-ordinated by the Head of Legal Services, South Lanarkshire Council and a further report would be submitted to the Joint Committee when all the member authorities had signed the Agreement.

**The Joint Committee decided:**

- (1) that the terms of the Minute of Agreement, subject to the amendment to paragraph 7.1, be agreed;
- (2) that the Head of Legal Services, South Lanarkshire Council be authorised to co-ordinate the signing of the Minute of Agreement by the member authorities; and
- (3) that the Head of Legal Services, South Lanarkshire Council submit a report to a future meeting of the Joint Committee once the Minute of Agreement had been signed by all of the member authorities.

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#### **4 2007/2008 Annual Accounts for the Clyde Valley Learning and Development Joint Committee**

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A report dated 19 August 2008 by the Treasurer to the Joint Committee was submitted on the final Accounts of the Joint Committee for the year ending 31 March 2008.

The Annual Report and Accounts, attached as an appendix to the report, detailed the revenue account and balance sheet to 31 March 2008 for the Joint Committee. The Accounts showed that the Joint Committee's total revenue expenditure had amounted to £0.071 million in 2007/2008 and had been met by other income of £0.071 million resulting in a breakeven position.

The Accounts had been passed to the external auditor for consideration.

The Vice Convener intimated her satisfaction with the progress made by the Clyde Valley Learning and Development Project.

**The Joint Committee decided:** that the Annual Report and Accounts for the Joint Committee for year ended 31 March 2008 be approved.

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#### **5 Clyde Valley Learning and Development Project - Shared Services Progress Report**

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A report dated 19 August 2008 by the Chair of the Project Implementation Group was submitted on progress of the Clyde Valley Learning and Development Project.

Progress in relation to Phase 1 of the training was summarised for the following areas:-

- ◆ First Aid
- ◆ Diversity and Equality
- ◆ Delivery of Vocational Qualifications (SVQs)

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

**The Joint Committee decided:** that the progress achieved to date in relation to Phases 1 and 2 of the Project be noted.

*[Reference: Minutes of 2 June 2008 (Paragraph 7)]*

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## **6 Clyde Valley Ways of Working**

A presentation was made by G Farrell which outlined the emerging ways of working of the Project Implementation Group. The presentation covered:-

- ◆ the beginning from the point of view that there was no obvious precedent, that there was uncertainty on how to make shared approaches work and that there were no established structures
- ◆ getting started from the initial ideas for subject areas, through definition of the concept to the Project plan
- ◆ group remits
- ◆ first aid example
- ◆ concept to reality
- ◆ outcomes and criteria for evaluation

**The Joint Committee decided:** that the presentation be noted.

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## **7 Urgent Business**

There were no items of urgent business.

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