

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 1 March 2010

Convenor:

Councillor Denis McKenna, South Lanarkshire Council

Councillors Present:

East Dunbartonshire: Rhonda Geekie (Substitute)

East Renfrewshire: Alan Lafferty

Glasgow: Stephen Curran

Renfrewshire: Lorraine Cameron

Councillors' Apologies:

Inverclyde: Iain McKenzie and Gerry Dorrian (Substitute)

North Lanarkshire: Jean Jones (Vice Convener) and Bob Chadha (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

Clyde Valley Learning and Development Project

Gerry Farrell, Project Manager

Margaret Quinn, Project Development Officer

Project Implementation Steering Group

Margaret Capanni, East Dunbartonshire Council

Sharon Beattie, East Renfrewshire 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 Steering Group, South Lanarkshire Council

Also Attending:

Sandra Wilson, e-Learning Manager, Glasgow City Council

Simon Hall, Organisational Development Adviser, Renfrewshire Council

Order of Business

It was agreed that item 6 be dealt with prior to item 4 on the agenda.

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 7 December 2009 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 2009/2010 - Clyde Valley Learning and Development Joint Committee

A report dated 2 February 2010 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 22 January 2010 against budgeted expenditure for the Clyde Valley Learning and Development Joint Committee's revenue budget, together with a forecast for the year to 31 March 2010.

The Joint Committee decided:

- (1) that the expenditure on the Revenue Budget of £0.096 million be noted; and
- (2) that the forecast of a breakeven position at 31 March 2010 be noted.

[Reference: Minutes of 7 December 2009 (Paragraph 3)]

4 Clyde Valley Learning and Development Project - Associate Membership

A report dated 23 February 2010 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on Associate Membership of the Clyde Valley Learning and Development Project for Aberdeen City Council and Midlothian Council.

The terms of the grant provided to the Clyde Valley Learning and Development Project by the National Board for Shared Services included the condition that the outcomes of the project be made available to all other local authorities in Scotland. In addition, the Minute of Agreement, adopted at the meeting on 1 September 2008, included the provision that other local authorities might become Full or Associate Members subject to agreement by the Joint Committee. Associate Members might from time to time be permitted by the Joint Committee to utilise all or some of the services of the Project but would have no voting rights on the Joint Committee.

Both Aberdeen City Council and Midlothian Council had requested that they be considered for Associate Membership of the Clyde Valley Learning and Development Project as the work being carried out by the e-Learning Sub-group was closely aligned to their current priorities for learning and development.

The Joint Committee decided: that Aberdeen City Council and Midlothian Council be granted Associate Membership of the Clyde Valley Learning and Development Project.

[Reference: Minutes of 1 December 2008 (Paragraph 5)]

5 Clyde Valley Learning and Development Project - Phase 3 Subject Priorities

A report dated 12 February 2010 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on the proposed subject areas for Phase 3 of the project.

A development day had been held in November 2009 to reflect on progress and to identify subject areas that should be addressed in Phase 3 of the Project. As a result of the development day and further consideration by the Implementation Steering Group, it was proposed that a revised Project Plan be produced which detailed:-

- ◆ what was being addressed
- ◆ how it would be implemented
- ◆ resource implications
- ◆ evaluation criteria
- ◆ timescales for delivery

In addition, the following were proposed as priorities for Phase 3 of the Project:-

- ◆ support for workforce change and staff reduction
- ◆ consistency in addressing the equality and diversity agenda
- ◆ managing performance
- ◆ energy management
- ◆ learning and development to support Education Services

In light of the complexities associated with joint procurement, it had also been proposed that a protocol for joint procurement be developed and introduced to facilitate good communications, consultation and best practice in all joint procurement exercises.

The Joint Committee decided:

- (1) that the priorities detailed in the report be developed under Phase 3 of the Project;
- (2) that a revised Project Plan be produced; and
- (3) that a joint procurement protocol be produced for the Clyde Valley Group.

[Reference: Minutes of 7 December 2009 (Paragraph 5)]

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

A report dated 12 February 2010 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering 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:-

- ◆ development of e-Learning and the associated infrastructure
- ◆ Accredited First Line Management Training

The work of the Clyde Valley Group had been highlighted by the Scottish Local Government Improvement Service (IS) as an example of good practice in collaborative working and in developing shared services. In particular, the completion of the joint procurement exercise had been identified as a major driver in providing a common e-learning platform across local government in Scotland.

The Clyde Valley Group had been working closely with the IS to promote its partnership and development agenda which had involved delivering presentations at a series of regional seminars held throughout Scotland. As a result of those events, there had been interest from 6 authorities, including Aberdeen City Council and Midlothian Council, in buying into the e-learning contract through the Clyde Valley Group.

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

[Reference: Minutes of 7 September 2009 (Paragraph 5)]

7 Clyde Valley Learning and Development Project - Shared Services in Social Care

A report dated 12 February 2010 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on progress in relation to the Clyde Valley Social Care Training agenda.

The procurement and tendering process for moving and assisting training and food hygiene Royal Environmental Health Institute Scotland (REHIS) training had been completed and framework contracts were anticipated to commence in April 2010. Framework contracts would allow Clyde Valley Councils a choice of different providers over the Clyde Valley area. The contracts for both tenders would be for an initial period of 3 years with an option to extend the contract for a further year.

The pre-course e-learning module for anti-racist training had been completed and had been uploaded onto Glasgow City Council's e-learning platform. The pre-course module would be followed by a 1 day blended learning course and both had been piloted and had received positive feedback.

It would be possible to customise course material to incorporate individual Council logos, policies and procedures relating to anti-racist practice.

The Anti-racist training would incorporate a core of required elements that would assist each Council meet their statutory obligations and would meet the criteria for the registration of social care employees with the Scottish Social Services Council (SSSC).

The Joint Committee decided: that the progress achieved to date in relation to the Social Care training agenda be noted.

[Reference: Minutes of 7 September 2009 (Paragraph 6)]

8 e-Learning Courses Available to Clyde Valley Councils

A presentation was made by S Wilson and S Hall on e-learning courses available to the Clyde Valley Councils. The presentation included:-

- ◆ details of the proposed development strategy
- ◆ a demonstration of the following e-learning courses which could be adapted for use by the Clyde Valley Councils:-
 - ◆ Edinburgh City Council - Performance Review and Development
 - ◆ Energy Trust – Carbon Cutter

The Joint Committee decided: that the presentation be noted.

9 Urgent Business

There were no items of urgent business.

Chair's Closing Remarks

The Chair, on behalf of the members of the Joint Committee, thanked Jackie Anderson for her contribution to the work of the Clyde Valley Group and the Joint Committee and wished her a long and happy retirement.