

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 10 June 2019

Convener:

Councillor Katy Loudon, South Lanarkshire Council

Councillors Present:

East Renfrewshire Council:	Colm Merrick (Vice Convener after item 2)
Inverclyde Council:	Martin Brennan
North Lanarkshire Council:	Angela Campbell

Councillors' Apologies:

Glasgow City Council:	Richard Bell and Elaine McSporran (Substitute)
Renfrewshire Council:	Jim Paterson and Lorraine Cameron (Substitute)

Attending:

Clerk's Office

Gordon Bow, Administration Manager, South Lanarkshire Council

Treasurer's Office

Amanda Murray, Finance Adviser, South Lanarkshire Council

Clyde Valley Learning and Development Project

Gerry Farrell, Project Manager

Project Steering Group

Pauline Cameron, East Renfrewshire Council
Tony Mackie, Glasgow City Council
Alex Hughes, Inverclyde Council
Pauline McCafferty, North Lanarkshire Council
Simon Hall and Lenore Robson, Renfrewshire Council
Gill Bhatti (Chair), South Lanarkshire Council

Also Attending:

Dave Richardson, Senior Audit Manager, Audit Scotland

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 10 December 2018 were submitted for approval as a correct record.

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

3 Position of Vice Convener

The Joint Committee decided: that Councillor Colm Merrick, East Renfrewshire Council be appointed as the Vice Convener of the Joint Committee.

4 Revenue Budget Monitoring 2019/2020 – Clyde Valley Learning and Development Joint Committee

A report dated 24 May 2019 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 24 May 2019 against budgeted expenditure for the Clyde Valley Learning and Development Joint Committee's revenue budget.

The Joint Committee decided: that the breakeven position on the revenue budget, as detailed in Appendix A to the report, be noted.

[Reference: Minutes of 10 December 2018 (Paragraph 3)]

Councillor Brennan entered the meeting during this item of business

5 Annual Governance Statement 2018/2019

A report dated 7 May 2019 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the Annual Governance Statement for 2018/2019 which would be included in the Joint Committee's 2018/2019 Annual Accounts.

The Joint Committee's Annual Governance Statement 2018/2019, which was attached as an appendix to the report, provided details of the systems for internal control which were in place to ensure a robust governance structure. For 2018/2019, the Treasurer's opinion was that reasonable assurance could be placed on the adequacy and effectiveness of the Joint Committee's framework of governance, risk management and control arrangements.

The Joint Committee decided: that the Annual Governance Statement, attached as an appendix to the report, which would be included in the Clyde Valley Learning and Development Joint Committee's 2018/2019 Annual Accounts, be approved.

5 2017/2018 Annual Report and Accounts - Clyde Valley Learning and Development Joint Committee

A report dated 15 May 2018 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the Annual Report and Accounts of the Joint Committee for the year ending 31 March 2018.

The Annual Report and Accounts, attached as an appendix to the report, detailed the revenue account and balance sheet to 31 March 2018 for the Joint Committee. The Accounts showed that the Joint Committee's total revenue expenditure had amounted to £0.061 million in 2017/2018 and had been met by income of £0.062 million, resulting in a £0.001 million surplus. The surplus would be added to the revenue cash balance of £0.011 million from 2016/2017, leaving a balance of £0.012 million to be carried forward for use in future years.

The Annual Report and Accounts would be passed to the External Auditor for consideration.

The Joint Committee decided: that the Annual Report and Accounts for the Clyde Valley Learning and Development Joint Committee for year ended 31 March 2018 be noted.

6 2018/2019 Annual Report and Accounts - Clyde Valley Learning and Development Joint Committee

A report dated 13 May 2019 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the Annual Report and Accounts of the Joint Committee for the year ending 31 March 2019.

The Annual Report and Accounts, attached as an appendix to the report, detailed the revenue account and balance sheet to 31 March 2019 for the Joint Committee. The Accounts showed that the Joint Committee's total revenue expenditure had amounted to £0.055 million in 2018/2019 and had been met by income of £0.057 million, resulting in a £0.002 million surplus. The surplus would be added to the revenue cash balance of £0.012 million from 2017/2018, leaving a balance of £0.014 million to be carried forward for use in future years.

The Annual Report and Accounts would be passed to the External Auditor for consideration.

The Joint Committee decided: that the Annual Report and Accounts for the Clyde Valley Learning and Development Joint Committee for year ended 31 March 2019 be noted.

7 Update on the Revised Minute of Agreement for the Clyde Valley Learning and Development Project

A report dated 14 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted requesting approval of the revised Minute of Agreement for the Clyde Valley Learning and Development Project.

At its meeting on 10 December 2018, the Joint Committee had approved the issue of a draft Minute of Agreement for consultation by the full member councils. It was also agreed that, in the event that amendments were required to the Minute of Agreement, a further report would be submitted to the Joint Committee requesting approval of the amended Minute of Agreement prior to it being issued for signing.

The consultation exercise had been concluded and a summary of the amendments made to the Minute of Agreement was provided in the report. The revised Minute of Agreement was attached as Appendix 1 to the report and it was proposed that it be approved and circulated to full member councils for signing.

The Joint Committee decided:

- (1)** that the revised Minute of Agreement, amended as per the changes summarised at paragraph 4.2 and attached as Appendix 1 to the report, be approved; and
- (2)** that the Head of Administration and Legal Services, South Lanarkshire Council, be authorised to circulate the Minute of Agreement to full member councils for signing.

[Reference: Minutes of 10 December 2018 (Paragraph 5)]

8 Clyde Valley Learning and Development Project – Delivery of First Aid Training

A report dated 14 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted requesting approval to maintain the current provision of First Aid training by invoking regulation 13(8) of the Public Contracts (Scotland) Regulations 2015.

The provision of First Aid training was the first element to be delivered in partnership by the Clyde Valley Learning and Development Project in 2008. The identified provider at that time was Glasgow City Council's Direct and Care Services (DACs). Following a restructure of Glasgow City Council's services, a separate arm's-length organisation was established to replace DACs under the trading name of Cordia.

Following a public procurement exercise carried out in May 2013, Cordia were successful in securing the contract to continue to provide First Aid training. Having delivered the contract for the initial 4 years, the contract extension had been activated in August 2017. Cordia had subsequently continued to deliver this contract on the same terms as those established in 2008. The contract was due to expire on 11 August 2019.

During 2018, the status of Cordia had changed, with the termination of the existing arm's-length organisation and its functions, staff and contracts returning to Glasgow City Council (Health and Social Care Partnership).

During the period that Cordia had delivered the First Aid training contract, there had been a consistently high level of performance in all aspects of the contract, with an average score of 88% being achieved on the annual contract appraisal. In addition, the provider had consistently demonstrated a creative and flexible approach, with many innovations being introduced proactively and also in response to evaluation and feedback from delegates and contract managers.

The Project Steering Group had been made aware that an opportunity existed to maintain continuity by using the same provider immediately following the completion of the current contract by invoking regulation 13(8) of the Public Contracts (Scotland) Regulations 2015 which permitted the contract to be secured by the Group without conducting a formal procurement exercise.

Glasgow City Council had the capacity to continue to provide First Aid training to member councils and had undertaken to continue to provide the 4 different courses at the delegate rates established in 2008.

Discussions had been held with the member councils that currently accessed the First Aid training and it was proposed that the Clyde Valley Learning and Development Project award a further contract to Glasgow City Council (Health and Social Care Partnership) for the provision of First Aid training and that both parties enter into a Service Level Agreement on the basis that the training was provided at the same rates established in 2008.

The Joint Committee decided:

- (1) that the Clyde Valley Learning and Development Project award a contract to, and enter into a Service Level Agreement with, Glasgow City Council (Health and Social Care Partnership) to provide First Aid training on the basis of the existing and previous contracts; and
- (2) that the contract be awarded to Glasgow City Council (Health and Social Care Partnership) by invoking regulation 13(8) of the Public Contracts (Scotland) Regulations 2015.

[Reference: Minutes of 9 December 2013 (Paragraph 7)]

9 Update on Membership and Funding for the Clyde Valley Learning and Development Project for 2019/2020

A report dated 14 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted on the outcome of the restructured membership and funding model for the Clyde Valley Learning and Development Project.

At its meeting on 11 June 2018, the Joint Committee had approved a proposal to restructure the membership of the Project by creating 3 categories of membership which would be open to all full member and associate member councils.

Each member council would be required to pay a tariff based on its category of membership and a sliding scale linked to the number of persons it employed. Details of the membership categories and associated tariffs were provided in the report.

It had also been agreed that a minimum of 5 full member councils and a minimum level of funding of £59,000 per annum would be required to maintain the viability of the Project.

At its meeting on 10 December 2018, the current position, based on the confirmed intentions of councils, had been reported with a projected income of £74,000. It was also agreed that any residual funds obtained from membership contributions would be allocated to project work identified as priorities by the Project Steering Group and Social Care Group.

The membership of the Project for 2019/2020 had since been confirmed and included 6 full member councils. Details of the membership and income from membership contributions, totalling £90,750, were provided in Appendix 1 to the report.

The revised Joint Committee membership would comprise members and substitute members from the 6 full member councils. The Project Steering Group and the Social Care Group would be represented by officers from the 6 full member councils.

The Project Steering Group and the Social Care Group had discussed how the Project fund would be managed and disbursed and it had been agreed that specific project work which might incur costs would be identified, evaluated and prioritised based on overall benefit and need.

The cost of hosting the annual Promoting Positive Behaviour (PPB) Practitioners' Seminar at Glasgow City Halls on 25 June 2019 had been identified as an immediate priority and funding of £3,000 would be made available to cover the cost of staging the event.

Any unspent element of the funding at the end of each financial year would be carried forward for use in future years. The funding balance would be reviewed annually as part of the review of the funding model, membership structure and membership contributions.

The Joint Committee decided:

- (1) that it be noted that the revised model of membership and funding had been well received by the Project's member councils;
- (2) that it be noted that 6 full member councils had confirmed their continued participation in the Project and a total of £90,750 in income from membership fees had been confirmed for 2019/2020, exceeding the targets of 5 full member councils and £59,000 of funding respectively;
- (3) that it be noted that the additional income of £31,750 would be allocated to appropriate projects by the Project Steering Group and the Social Care Group following consultation; and

- (4) that it be noted that the funding model, including balances, would be carried forward and the charging structure and level of membership would be reviewed annually.

[Reference: Minutes of 9 December 2013 (Paragraph 4)]

10 Clyde Valley Learning and Development Project – Update on Progress with the e-Learning Work Plan

A report dated 15 May 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted on progress that had been made in delivering the e-Learning work plan.

E-learning was at the forefront of the Clyde Valley Learning and Development Project's activities and was co-ordinated and managed by the e-Learning Sub-group. The Sub-group, which had been re-established following the restructure of the Project, was led by representatives of the full member councils and attended by representatives of participating member councils.

The purpose of the Sub-group was to maximise the opportunities to share resources and develop best practice and a new work plan had been developed by the Project Steering Group to provide a focus for the Sub-group's work. The work plan would be delivered over the coming year in tandem with the routine activities associated with managing the Brightwave shared learning platform and further developing its functionality.

The revised work plan had been broken down under the following 5 objectives and an update in relation to each objective was provided in the report:-

- ◆ implementation of the Tessello Go shared learning platform
- ◆ improving course sharing (content wiki)
- ◆ skills development in authoring tools and techniques
- ◆ e-learning for “hard to reach” employees
- ◆ single sign-on (SSO) – a technique for use in organisations where multiple systems were used
- ◆ digital transformation

Achieving the objectives of the work plan would significantly benefit learners from all full member and participating member councils.

The Joint Committee decided:

- (1) that it be noted that the e-Learning Sub-group had been re-established and its revised membership comprised representatives from full member and participating member councils;
- (2) that it be noted that significant progress had been achieved in delivering the objectives of the e-Learning work plan; and
- (3) that it be noted that achieving the objectives of the e-Learning work plan would significantly benefit learners from all full member and participating member councils.

[Reference: Minutes of 11 June 2018 (Paragraph 9)]

11 Urgent Business

There were no items of urgent business.