

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 10 December 2018

Convener:

Councillor Katy Loudon, South Lanarkshire Council

Councillors Present:

East Renfrewshire Council:	Colm Merrick
Inverclyde Council:	Martin Brennan
North Lanarkshire Council:	Angela Campbell

Councillors' Apologies:

East Dunbartonshire Council:	Jim Gibbons (Vice Convener)
Glasgow City Council:	Richard Bell and Elaine McSporran (Substitute)
Renfrewshire Council:	Jim Paterson and Lorraine Cameron (Substitute)
West Dunbartonshire Council:	Karen Conaghan and Caroline McAlister (Substitute)

Attending:

Clerk's Office

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

Pauline Cameron, East Renfrewshire Council

Peter Innes, Glasgow City Council

Alex Hughes, Inverclyde Council

Pauline McCafferty, North Lanarkshire Council

Simon Hall, Renfrewshire Council

Also Attending:

Hazel Lawson, Data Protection Officer, Legal Services Manager, South Lanarkshire Council

Tony Mackie, Principal Officer Learning and Development, Glasgow City Health and Social Care Partnership

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 September 2018 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 2018/2019 – Clyde Valley Learning and Development Joint Committee

A report dated 12 November 2018 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 9 November 2018 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 11 June 2018 (Paragraph 3)]

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

A report dated 12 November 2018 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on proposals to restructure the membership and funding model of 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 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. The sum of £59,000 was estimated to be a fair contribution to the lead authority's operating costs for the Project and it was proposed that this sum be allocated to the lead authority.

The Joint Committee had also agreed that the status of the Social Care Sub-group be raised to have a parallel management and governance role similar to the Project Implementation Steering Group to reflect the importance of the social care agenda.

Following the meeting on 11 June 2018, all full member and associate member councils had been asked to confirm their future involvement in the Project. At the time of writing the report, some councils had still to make a final decision on membership, however, no council had indicated an intention to withdraw from the Project.

Based on confirmed intentions of councils at the time of writing the report, the total projected income would be £74,000, as detailed in Table 1 of Appendix 1 to the report. There was also indicative additional income of £9,000 from councils that had still to confirm their preferred category of membership, as detailed in Table 2 of Appendix 1 to the report.

Ongoing discussions were planned, or were taking place, with all other current associate member councils, as detailed in Table 3 of Appendix 1 to the report, with the intention of confirming the category of membership and financial contribution of all councils by 31 December 2018.

The Project Manager provided an update advising that Edinburgh City Council had since confirmed its intention to become a Participating Member of the Project which meant that the projected income from membership tariffs had increased by £6,000 to £80,000.

The revised Joint Committee would continue to have representation of elected members from each of the full member councils and, based on the current position, the revised membership of the Joint Committee would constitute elected members from 6 full member councils. The Project Implementation Steering Group would also be comprised of representatives from the full member councils.

Based on the current projections, the Project would have a minimum of £21,000 of additional funds at its disposal for the period 2019/2020. It was proposed that any additional funds would be used for specific project work identified by either the Project Implementation Steering Group or the Social Care Group, based on priorities for the Project, and that any unspent funding would be carried forward for use in future years.

In adopting the revised funding model, it was conceivable that the annual contribution to the Project would fluctuate from year to year. It was, therefore, necessary that the Joint Committee agreed an acceptable minimum level of funding before proceeding each year. A report regarding the funding model, including balances carried forward, the charging structure and the ongoing level of membership would be reviewed annually and reported to the Joint Committee prior to the start of each financial year.

In order to reflect the changes to the membership and the funding model of the Project, it had been necessary to review and revise the Clyde Valley Learning and Development Project Minute of Agreement and this was the subject of a separate report to this meeting of the Joint Committee.

The Joint Committee decided:

- (1) that the Project would continue to operate based on the financial contributions and membership structure detailed in the report;
- (2) that further efforts would be made to finalise contributions and membership from those councils which had still to confirm their preferred membership category;
- (3) that the Project's revised governance arrangements would be put in place once the uptake of membership categories had been confirmed;
- (4) that the sum of £59,000 from membership contributions be allocated to the lead authority towards the operating costs of the Project;
- (5) that residual funds arising from membership contributions be allocated to project work identified by the Project Implementation Steering Group and Social Care Group as priorities required;
- (6) that any unspent funding in year would be carried forward for use in future years; and
- (7) that the funding model, including balances carried forward, the charging structure and the ongoing level of membership be reviewed and reported to the Joint Committee prior to the start of each financial year.

[Reference: Minutes of 11 June 2018 (Paragraph 6)]

5 Revised Minute of Agreement for the Clyde Valley Learning and Development Project

A report dated 9 November 2018 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted requesting that:-

- ◆ the revised draft Clyde Valley Learning and Development Project Minute of Agreement, attached as Appendix 1 to the report, be approved for consultation by the full member councils
- ◆ in the event that there were no proposed amendments to the Minute of Agreement, the Head of Administration and Legal Services, South Lanarkshire Council, be authorised to circulate the Minute of Agreement to full member councils for signing

Following the establishment of the Clyde Valley Learning and Development Project in 2007, a legal agreement in the form of a Minute of Agreement had been drawn up and signed by the full member councils. The Agreement covered the terms of the Scottish Government grant provided as start-up funding for the Project, as well as setting out certain terms and conditions which applied to the delivery of the Project. The agreement was legally binding on the full member councils.

Many of the fundamental aspects of the Project, as set out in the 2008 document, were no longer relevant or applicable and did not accurately reflect the current mode of delivery of the Project, its terms and conditions of membership or current relevant legislation.

As per the existing Minute of Agreement, the document dealt with the management and operation of the Joint Committee and details of the principal terms of the draft Minute of Agreement were provided in the report.

If approved by the Joint Committee, the Head of Administration and Legal Services, South Lanarkshire Council, would invite comments from the full member councils regarding the content of the revised draft Minute of Agreement by 31 January 2019.

If all full member councils were satisfied with the content of the draft and no amendments were required, the Minute of Agreement would be circulated to full member councils for signing. In the event that amendments were required to the Minute of Agreement, a report would be submitted to a future meeting of the Joint Committee requesting approval of the amended Minute of Agreement prior to it being issued for signing.

The co-operation of all full member councils was respectfully requested to assist in ensuring that the appropriate actions were taken to allow the signing of the revised Minute of Agreement before the first scheduled meeting of the Joint Committee in 2019.

Requests from other organisations wishing to apply for membership of the Project would be considered by the Joint Committee. In the event that an organisation wished to obtain membership prior to the next scheduled meeting of the Joint Committee, the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group, in consultation with the Convener, would be able to approve membership in terms of the Scheme of Delegation. In instances where membership was granted in terms of the Scheme of Delegation, a report would be submitted to the next meeting of the Joint Committee requesting that the action taken be noted.

The Minute of Agreement would require to be amended accordingly if there were any changes to the full membership of the Project.

The Joint Committee decided:

- (1) that the draft Minute of Agreement be approved for consultation by the full member councils;
- (2) that, in the event that there were no proposed amendments to the Minute of Agreement, the Head of Administration and Legal Services, South Lanarkshire Council, be authorised to circulate the Minute of Agreement to full member councils for signing; and
- (3) that it be noted that the Minute of Agreement, once approved, would require to be amended to reflect any changes to the full membership of the Project.

[Reference: Minutes of 1 September 2008 (Paragraph 3)]

6 Meeting Arrangements – 2019/2020

A report dated 20 November 2018 by the Clerk to the Clyde Valley Learning and Development Joint Committee was submitted on arrangements for meetings of the Joint Committee for the financial year 2019/2020.

At its meeting held on 30 November 2015, the Joint Committee had agreed that its meetings should be held 3 times in a financial year.

The Joint Committee decided: that meetings of the Joint Committee for the financial year 2019/2020 be held at 2.00pm on the following dates:-

- ◆ Monday 10 June 2019
- ◆ Monday 9 September 2019 (by conference call)
- ◆ Monday 9 December 2019

[Reference: Minutes of 4 December 2017 (Paragraph 8)]

7 Clyde Valley Learning and Development Project – Update on Existing Projects

A report dated 11 November 2018 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted providing an update on the existing and ongoing programme of work developed and implemented through the Clyde Valley Learning and Development Project.

The Clyde Valley Learning and Development Project had an established programme of projects which were part of the day-to-day delivery of learning and development for many of the Clyde Valley member councils.

An update on activity in relation to a number of projects was provided as follows:-

- ◆ **Brightwave Learning Management System (LMS) contract** – The option to extend the Clyde Valley contract with Brightwave Limited for up to 3 years had been triggered on 1 August 2018. 16 member councils and the Improvement Service had opted to extend the Brightwave contract, for periods ranging from 1 to 3 years. Due to the extension terms and the 32.5% group discount, the net contract terms had improved despite 3 councils withdrawing from the contract. Work was now underway to roll out a new and more modern interface for the Learning Management System known as Tessello Go.

- ♦ **Development of e-learning Content and Expertise** – The Clyde Valley e-Learning Sub-group continued to be the primary vehicle for the development and delivery of digital learning for the Clyde Valley Group. The Sub-group had recently carried out an exercise to re-focus and develop the agenda for a future work plan, details of which were provided in the report. The added value that the agenda would bring was anticipated to be a critical driver in attracting and maintaining ongoing membership of the Project.
- ♦ **Accredited Front Line Management Training (Chartered Management Institution - CMI)** – The Clyde Valley Centre continued to meet the externally verified CMI quality assurance standards with the central costs of registration being shared amongst the 6 participating authorities. There had been a drop in uptake across all the participating authorities in 2018, with 55 candidates currently registered for qualifications. This position was continually under review by each council, particularly in relation to developing new qualifications. The current priority was to evaluate options to deliver higher level qualifications (SVQ level 5) which had the potential to increase demand.
- ♦ **Subscription to Learning Assistant** – Learning Assistant was an online portfolio system for managing the delivery of vocational qualifications. The model provided paper free portfolio access and was delivered through a licensing charge. Usage of this product was directly related to the number of vocational qualifications offered in participating authorities. The projected demand for the Clyde Valley Group for 2018/2019 was 300 licences. As at 31 October 2018, 172 licences had been used, which was on track for achieving the projected figures.
- ♦ **Elementary Food Hygiene Joint Award (e-learning)** – The Project's Elementary Food Hygiene Joint Award in partnership with the Royal Environmental Health Institute Scotland (REHIS) had been running for almost 2 years, during which 559 candidates had successfully completed the Award. The Award was subject to re-approval by REHIS in December 2018 and this process was underway with a recommendation that the scope of the programme be broadened to include other client groups such as schools and Early Years. It was anticipated that this approach would significantly increase the uptake of the Award across the member councils.
- ♦ **First Aid Training** – First Aid training continued to be delivered through the procurement of external provision of accredited First Aid training. Details of the courses and the number of employees that had successfully completed each course were provided in the report. The contract to deliver First Aid training ended in August 2019 and actions were planned to review the demand and, if appropriate, award another contract through competitive tendering.

The Joint Committee decided: that it be noted that the programme of individual projects continued to successfully deliver benefits to the members of the Clyde Valley Learning and Development Project.

[Reference: Minutes of 11 June 2018 (Paragraphs 6 and 8), 28 August 2017 (Paragraph 11) and 9 December 2013 (Paragraph 7)]

8 Clyde Valley Learning and Development Project – Update on Social Care Group Projects

A report dated 12 November 2018 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted:-

- ♦ providing an update on activities undertaken to maintain and develop the Promoting Positive Behaviour (PPB) programme across the Clyde Valley
- ♦ advising the Joint Committee of the forward work plan prepared by the Social Care Group for the coming year

The PPB programme was well established and subject to ongoing review for improvement and quality assurance purposes. Although the physical interventions were only part of the programme's content, they carried the highest degree of risk and it was, therefore, essential that this risk was managed on an ongoing basis.

An initial risk assessment of the physical interventions had been carried out by Robert Gordon University (RGU) in the summer of 2013, prior to the launch of the programme, however, as the programme was now embedded within all 8 full member councils, a further and more detailed risk assessment had been carried out by RGU in June 2018. The resultant feedback report had indicated no new risks to trainers, practitioners or service users.

It had been proposed by the Social Care Group that further risk assessments be carried out on a bi-annual basis to maintain the currency of the analysis and provide quality assurance. This approach had been approved by the PPB Strategic Governance Group.

An initial meeting had taken place between members of the Social Care Group, Learning Network West and 3rd Horizons (evaluation consultants) to explore the scope of evaluation of the impact of PPB training on social care practice. This had been useful in identifying a range of evaluation options, however, they involved significant costs outwith available resources.

An alternative evaluation approach had been considered by the Social Care Group that involved a case-study approach collating and reviewing examples of PPB intervention for analysis. This could be analysed alongside historical examples using previous behaviour management models.

Service user involvement in the evaluation of PPB had been discounted by the Social Care Group and the task of defining the scope of the evaluation required a degree of compromise when comparing the scope of the analysis against the available resources.

Details of the third annual PPB Continuous Professional Development event for trainers and practitioners had taken place at Glasgow City Halls on 13 June 2018. Approximately 60 practitioners and trainers from all 8 participating authorities had attended the event and feedback had been universally positive. It had been provisionally agreed that the next event would be held in June 2019.

The 6 monthly meetings of the PPB Strategic Governance Group were well established and attended by all 8 participating authorities and a robust governance structure was now in place across the Clyde Valley. The maintenance of the governance structure would be essential to expand existing capacity and expertise to meet the current and future demand for the programme.

In addition to the work carried out on the PPB programme, the Social Care Group had also developed an outline forward work plan for the coming year, details of which were provided in the report.

The Joint Committee decided:

- (1) that the activities undertaken to support the quality assurance, evaluation, development and governance of the Promoting Positive Behaviour PPB programme be noted; and
- (2) that the forward work plan for the Social Care Group be noted.

[Reference: Minutes of 11 June 2018 (Paragraph 6) and 4 December 2017 (Paragraph 7)]

9 Urgent Business

There were no items of urgent business.

Convener's Closing Remarks

The Convener extended the compliments of the season to all members and officials present.