

## **CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE**

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 9 December 2019

### **Convener:**

Councillor Katy Loudon, South Lanarkshire Council

### **Councillors Present:**

East Renfrewshire Council:	Colm Merrick (Vice Convener)
North Lanarkshire Council:	Angela Campbell

### **Councillors' Apologies:**

Glasgow City Council:	Richard Bell and Elaine McSporran (Substitute)
Inverclyde Council:	Martin Brennan and Natasha Murphy (Substitute)
Renfrewshire Council:	Jim Paterson and Lorraine Cameron (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 Steering Group**

Pauline Cameron, East Renfrewshire Council

Tony Mackie, Glasgow City Council

Alex Hughes, Inverclyde Council

Pauline McCafferty, North Lanarkshire Council

Simon Hall, Renfrewshire Council

Gill Bhatti (Chair), South Lanarkshire Council

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## **1 Declaration of Interests**

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No interests were declared.

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## **2 Minutes of Previous Meetings**

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The minutes of the meetings of the Clyde Valley Learning and Development Joint Committee held on 10 June and 9 September 2019 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 Revenue Budget Monitoring 2019/2020 – Clyde Valley Learning and Development Joint Committee**

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A report dated 11 November 2019 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 8 November 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 June 2019 (Paragraph 4)]*

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### **4 Membership and Funding for the Clyde Valley Learning and Development Project for 2020/2021**

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A report dated 28 November 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted on the projected membership and funding for the Clyde Valley Learning and Development Project for 2020/2021.

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, as a minimum, 5 full member councils and a level of funding of £59,000 per annum would be required to maintain the viability of the Project.

The total income raised from membership fees for 2019/2020 was £90,750, resulting in a residual project fund of £29,750 after deducting the required external audit fee of £2,000. Details of projects that had been funded by this income and identified for 2019/2020 were provided in the report.

At the time of writing the report, 6 full member and 7 participating member councils had confirmed their intention to continue their membership of the Project in 2020/2021, resulting in fees totalling £72,000. West Dunbartonshire Council had since confirmed that it would remain a participating member and East Lothian Council had confirmed that it would remain a procurement member, resulting in fees totalling £77,250, with a projected residual project fund of £16,250 after deducting the required external audit fee of £2,000.

The Project Manager would continue to liaise with current member councils who had yet to reach a decision regarding their continued membership.

On the basis that the current membership fees continued to provide the Project with funding beyond the agreed minimum level of £59,000, it was proposed that the existing level of membership fees be retained.

**The Joint Committee decided:**

- (1)** that it be noted that 6 full member, 8 participating member and 1 procurement member councils had confirmed their continued participation in the Project;

- (2) that it be noted that, based on confirmed membership renewals, the agreed criteria for maintaining a viable project of 5 full member councils and £59,000 of funding had been exceeded;
- (3) that it be noted that the level of income for 2020/2021 of £77,250 had been confirmed and that discussions were ongoing with remaining members regarding their continued membership; and
- (4) that the existing level of membership fees, as detailed in the report, be retained for 2020/2021.

*[Reference: Minutes of 10 June 2019 (Paragraph 9)]*

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## **5 Standing Orders on Procedures for the Clyde Valley Learning and Development Joint Committee**

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A report dated 19 November 2019 by the Clerk to the Clyde Valley Learning and Development Joint Committee was submitted requesting approval of the updated Standing Orders on Procedures for the Joint Committee.

At its inaugural meeting held on 16 October 2007, the Joint Committee had approved its procedural arrangements, including the Standing Orders on Procedures, which had since remained unchanged.

The Standing Orders on Procedures made reference to the Minute of Agreement, however, at its meeting held on 10 June 2019, the Joint Committee had approved a revised Minute of Agreement for the Clyde Valley Learning and Development Project.

The Standing Orders on Procedures made a number of references to the Minute of Agreement at Standing Order No 1, "Definitions", and the references within the Standing Orders, attached as Appendix 1 to the report, had been updated to reflect the revised Minute of Agreement.

**The Joint Committee decided:** that the updated Standing Orders on Procedures for the Clyde Valley Learning and Development Joint Committee, to reflect the revised Minute of Agreement, as attached at Appendix 1 of the report, be approved.

*[Reference: Minutes of 10 June 2019 (Paragraph 7) and 16 October 2007 (Paragraph 4)]*

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## **6 Meeting Arrangements – 2020/2021**

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A report dated 21 November 2019 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 2020/2021.

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.

Members were advised that there had been discussions with the Convener regarding how to encourage better attendance by the elected members and it had been proposed that the option of participating by conference call be made available for the meetings on 8 June 2020 and 22 February 2021.

**The Joint Committee decided:** that meetings of the Joint Committee for the financial year 2020/2021 be held at 2.00pm on the following dates:-

- ♦ Monday 8 June 2020 (with the option of participating by conference call)
- ♦ Monday 7 September 2020 (by conference call only)
- ♦ Monday 22 February 2021 (with the option of participating by conference call)

*[Reference: Minutes of 10 December 2018 (Paragraph 6)]*

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## **7 Certified Annual Accounts 2018/2019**

A report dated 27 September 2019 by the Clerk to the Clyde Valley Learning and Development Joint Committee was submitted on the action taken to approve the audited Annual Accounts for 2018/2019 for signing by the Convener and Treasurer.

A report requesting approval of the audited Annual Accounts for 2018/2019 for signature by the Convener and Treasurer had been included on the agenda of the Joint Committee meeting scheduled to be held on 9 September 2019. However, in the absence of a quorum, the meeting had not been able to proceed.

There had been an informal discussion between those present regarding the requirement for the audited Annual Accounts to be signed by the Convener and Treasurer no later than 30 September 2019, and the Clerk had undertaken to obtain advice from the Head of Administration and Legal Services, South Lanarkshire Council, as to whether a further meeting of the Joint Committee required to be convened, or if approval from members of the Joint Committee could be sought in writing.

The Head of Administration and Legal Services had referred to the Standing Orders on Procedures and the Minute of Agreement and had instructed that the members of the Joint Committee be asked if they consented to the audited Annual Accounts for 2018/2019 being approved by members of the Joint Committee in writing.

Members of the Joint Committee had been contacted by email and Councillors Bell, Brennan, Loudon and Paterson had responded advising of their agreement to proceed on the basis of requesting approval of the audited Annual Accounts in writing.

A further email, dated 13 September 2019, had been sent to members of the Joint Committee attaching the Annual Audit Report, prepared by Audit Scotland, which members had been asked to note. The audited Annual Accounts for 2018/2019 had also been attached and all members of the Joint Committee had responded confirming their approval of the audited Annual Accounts for signing by the Convener and Treasurer.

The appropriate arrangements were subsequently made and the audited Annual Accounts had been signed prior to the deadline of 30 September 2019.

**The Joint Committee decided:** that it be noted that the audited Annual Accounts for the Clyde Valley Learning and Development Joint Committee for 2018/2019 had been signed by the Convener and Treasurer prior to the deadline of 30 September 2019.

*[Reference: Minutes of 10 June 2019 (Paragraph 6) and 9 September 2019]*

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## **8 Clyde Valley Learning and Development Project – Evaluation of Promoting Positive Behaviour Programme**

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A report dated 11 November 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted on the first independent evaluation of the Promoting Positive Behaviour (PPB) Programme.

At its meeting held on 10 December 2019, the Joint Committee had noted the outcomes of the most recent detailed risk assessment of the PPB Programme, carried out by Robert Gordon University, and the intention to undertake an evaluation of the Programme through the appointment of an independent external consultant. Following an appointment exercise, an individual, with a working knowledge of local government, the practice of social work and social care and an in-depth knowledge of the PPB Programme and its predecessors, had been appointed to undertake the evaluation.

The evaluation had taken place over a period of 4 months and details of the following were provided in the report:-

- ◆ the criteria and process adopted during the evaluation
- ◆ data capture and analysis
- ◆ principal findings in terms of the following:-
  - ◆ had the PPB programme been used by Clyde Valley Authorities across a range of social care services as their principal behaviour support programme?
  - ◆ had PPB met the learning outcome of having an ethos of promoting positive behaviour through prevention and early intervention?
  - ◆ did PPB's physical interventions provide a graduated range of interventions which minimised the risk of harm?
  - ◆ does PPB enable staff to learn and correctly apply the physical interventions in a way that was consistent with legal and good practice guidance?
  - ◆ was PPB practical and sustainable in terms of delivery and staff release?
  - ◆ did the Programme have the capacity to develop further?

The independent external consultant had found that:-

- ◆ the outcomes anticipated at the outset of the Programme had been met and, in many cases, exceeded
- ◆ there was strong evidence that the Programme had been beneficial to both service providers (the councils) and course participants
- ◆ the physical components of the Programme had been rigorously tested and could be used with confidence
- ◆ the theoretical elements of the Programme had provided a consistent approach to behaviour support across the Clyde Valley councils and that there were many examples of the benefits this approach had for the supported children and adults
- ◆ the aim of producing a course owned entirely by the Clyde Valley Learning and Development Group (CVLDG), which delivered efficiency and sustainability opportunities through collaborative working, had been clearly demonstrated

A small number of recommendations for improvement had been made by the consultant and those would be considered through the relevant levels of Programme governance and implemented where considered appropriate.

### **The Joint Committee decided:**

- (1) that it be noted that a comprehensive and rigorous evaluation of the PPB Programme had been commissioned and delivered;

- (2) that it be noted that the independent report had concluded that the Programme's original objectives had been achieved or, in some cases, exceeded; and
- (3) that it be noted that the recommendations contained in the independent external consultant's report would be considered through the relevant levels of Programme governance and acted on where appropriate.

*[Reference: Minutes of 10 December 2018 (Paragraph 8)]*

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## **9 Clyde Valley Learning and Development Project – Cost Savings from the Promoting Positive Behaviour Programme**

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A report dated 12 November 2019 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted on the cost savings realised by the Clyde Valley councils through using the Promoting Positive Behaviour (PPB) Programme.

The primary motive for introducing the PPB Programme had been to develop a consistent approach to the subject matter, based on best practice, which could be sustainably delivered from within the Clyde Valley Group's combined resources. It had also been implicit in the decision to proceed that any new programme model would, as a minimum, be cost neutral in comparison to previous models.

The independent evaluation of the PPB Programme, referred to in the previous item, had concluded that the Programme had been successful in terms of the evaluation of its primary outcomes and, whilst the comparison of costs had not been included within the scope of the evaluation, the data gathered had presented an opportunity to carry out a cost analysis.

The analysis had been based on the 2,014 participants who had been trained during the period from 1 April 2018 to 31 March 2019 and provided indicative costs for the delivery of the training. As an internally delivered programme, there were no external costs incurred to training providers, therefore, the analysis was based on the time taken by staff to deliver and attend the combined suite of PPB training events.

In order to calculate the costs of the Programme, several fixed parameters had been used along with a selection of assumptions and variables which were detailed in the report.

The calculated costs had then been compared with theoretical costs, assuming that each council would have continued to use the previous externally purchased models.

The outcome of the analysis was as follows:-

- ◆ the overall cost savings in delivery of the PPB Programme, based on the parameters, assumptions and variables detailed in the report, for the period 1 April 2018 to 31 March 2019, were £361,348
- ◆ the savings for the same period, based on 6 participants per class, were £305,416
- ◆ if the class sizes before the introduction of the PPB Programme had been the same as the current level (10 participants per class), the savings would have been £313,084
- ◆ in summary, the PPB Programme made savings regardless of the number of participants per class
- ◆ although the data was not currently available, it was clear that the savings would increase significantly if service cover costs were also factored into the calculation
- ◆ if the number of participants in each PPB programme was maximised (14 participants per class), the unit costs would be reduced
- ◆ if the daily costed rate for participants, practitioners and trainers increased, there would be a further rise in cost savings

**The Joint Committee decided:**

- (1) that it be noted that cost savings of delivery, based on a comparison of provision before and after the introduction of PPB, amounted to £361,348 for the period 1 April 2018 to 31 March 2019;
- (2) that it be noted that similar savings could be demonstrated each year when compared with the costs of purchasing alternative training models from external providers;
- (3) that it be noted that further cost savings could be realised through efficient management of course numbers, exchange of course scheduling information and shared course delivery to mixed groups from different councils; and
- (4) that the success of the PPB Programme in terms of the evaluation of its primary outcomes while simultaneously making significant cost savings across all 8 participating councils, be noted.

*[Reference: Minutes of 10 December 2018 (Paragraph 8)]*

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**10 Urgent Business**

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There were no items of urgent business.

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**Convener's Closing Remarks**

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