

# CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

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

## **Convener:**

Councillor Denis McKenna, South Lanarkshire Council

## **Councillors Present:**

East Renfrewshire:	Alan Lafferty
Inverclyde:	Iain McKenzie
North Lanarkshire:	Jean Jones (Vice Convener)
Renfrewshire:	James McQuade (Substitute)

## **Councillors' Apologies:**

Glasgow:	Tom McKeown and Jean McFadden (Substitute)
Renfrewshire:	Lorraine Cameron

## **Attending:**

### **Clerk's Office**

Stuart McLeod, Administration Officer, South Lanarkshire Council

### **Treasurer's Office**

Amanda Murray, Finance Adviser, South Lanarkshire Council

## **Project Implementation Group**

Gerry Farrell, Clyde Valley Learning and Development Project  
Leeanne Galasso, East Dunbartonshire Council  
Jackie Anderson, Glasgow City Council  
Steven McNab, Renfrewshire Council  
Gill Bhatti, South Lanarkshire Council  
Donald Gordon, West Dunbartonshire Council

## **Also Attending:**

Margaret Quinn, Development Officer, Clyde Valley Learning and Development Project  
Pauline Cameron, Senior Personnel Officer, East Renfrewshire Council  
Pauline McCafferty, Senior Training Officer, North Lanarkshire Council  
Felix Haggerty, Social Work Training and Development Manager, Renfrewshire Council  
Willie McAllan, Social Work Training Manager, 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 Meeting**

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The minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 1 September 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 Revenue Budget Monitoring 2008/2009 - Clyde Valley Learning and Development Joint Committee**

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A report dated 10 November 2008 by the Treasurer to the Joint Committee was submitted comparing actual expenditure at 31 October 2008 against budgeted expenditure for 2008/2009 for the Clyde Valley Learning and Development Joint Committee.

**The Joint Committee decided:** that the spend on the Clyde Valley Learning and Development Joint Committee revenue budget of £0.041million, as detailed in Appendix A to the report, and the forecast to 31 March 2009 of a breakeven position be noted.

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### **4 Certified Annual Accounts 2007/2008 and External Auditor's Report to the Joint Committee**

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A report dated 21 November 2008 by the Treasurer to the Joint Committee was submitted on the certified Annual Accounts 2007/2008 and the Annual Report to Members and the Controller of Audit.

The Annual Report and Accounts for the Joint Committee for 2007/2008 had been approved at the last meeting held on 1 September 2008. The Accounts had since been passed to the external auditor, PricewaterhouseCoopers LLP, who had provided a clear audit certificate with no qualifications on the Joint Committee's Accounts prior to the statutory timescale of 30 September 2008.

The auditor had prepared an Annual Report to Members and the Controller of Audit, attached as an appendix to the report, which covered the 2007/2008 financial statements and related matters.

The Accounts would be advertised as being available to the general public in Finance Services, Floor 4, South Lanarkshire Council Offices, Almada Street, Hamilton.

**The Joint Committee decided:**

- (1) that the certified Annual Accounts for the Joint Committee for 2007/2008 be adopted;
- (2) that the Annual Report to Members and the Controller of Audit, attached as an appendix to the report, be noted; and
- (3) that the arrangements made to advertise the Accounts as being available to the general public in Finance Services, Floor 4, South Lanarkshire Council Offices, Almada Street, Hamilton be noted.

*[Reference: Minutes of 1 September 2008 (Paragraph 4)]*

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### **5 Clyde Valley Learning and Development Project Associate Membership**

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A report dated 4 November 2008 by the Chair of the Project Implementation Group was submitted on Associate Membership of the Clyde Valley Learning and Development Project for North and South Ayrshire Councils.

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 by agreement of 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 right to vote on the Joint Committee.

Both North and South Ayrshire Councils had expressed an interest in different aspects of the work of the Clyde Valley Learning and Development Project. As a result, representatives from both Councils had been invited to attend the Management Development Sub-Group and the Accredited Training for First Line Management Sub-Group as the work of those Groups was most closely aligned to North and South Ayrshire Councils' current priorities for learning and development.

**The Joint Committee decided:** that North and South Ayrshire Councils be granted Associate Membership of the Clyde Valley Learning and Development Project.

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

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A report dated 4 November 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 Clyde Valley Learning and Development Project be noted.

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

*Councillor McQuade entered the meeting during this item of business*

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

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A report dated 4 November 2008 by the Chair of the Project Implementation Group was submitted on the development of approaches to learning and development in the areas of moving and handling and the Royal Environmental Health Institute Scotland (REHIS) food hygiene training.

The Social Care Sub-Group had been established comprising representatives from each of the 8 Clyde Valley authorities to review the provision of training in Social Care and had been tasked to look at the following key subject areas:-

- ◆ moving and handling
- ◆ food hygiene (REHIS)
- ◆ generic child protection
- ◆ anti-racist training

The Sub-Group had focused on sharing training content between each authority, developing materials and identifying opportunities where a joint approach would yield benefits, in cost or time or in raising the quality and standard of outcomes for participants.

The Sub-Group had analysed current costs and quality of the training provision in relation to moving and handling training and REHIS. This had shown a significant disparity in the unit costs of delivery in both areas. The Sub-Group had identified alternative methods of delivery and opportunities for improvement. This joint approach to training in the 2 areas would result in a more efficient way of working with better use of resources.

Work was being undertaken by the Sub-Group to develop a more formal proposal for the standardised delivery of both moving and handling and REHIS training to be implemented in January 2009. This would require the agreement of the Councils within the consortium.

The savings for each member Council were still being calculated and would be reported to the Joint Committee in due course.

**The Joint Committee decided:**

- (1) that the progress in relation to moving and handling training and REHIS training be noted; and
- (2) that the progress made with generic child protection and anti-racist training be reported at the next meeting.

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## **8 Issues and Opportunities for Clyde Valley Collaboration in Social Care Training**

A presentation was made by F Haggerty and W McAllan which outlined the opportunities to improve the quality of training in the following areas:-

- ◆ Royal Environmental Health Institute Scotland (REHIS) food hygiene training
- ◆ Child and Adult Protection
- ◆ Management Development
- ◆ Delivery of Vocational Qualifications (SVQs)
- ◆ Moving and Handling

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

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## **9 Urgent Business**

There were no items of urgent business.