

Report

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	9 December 2019
Report by:	Chair of Clyde Valley Learning and Development Project Steering Group

Subject:	Membership and Funding for the Clyde Valley Learning and Development Project for 2020/2021
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Joint Committee on the projected membership and funding for the Clyde Valley Learning and Development Project for 2020/2021

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that it be noted that six Full Member Councils have confirmed their continued participation in the Project along with seven Participating Members;
- (2) that it be noted that based on confirmed membership renewals, the agreed criteria for maintaining a viable Project of five Full Member Councils and £59,000 of funding has been exceeded;
- (3) that it be noted that there is a confirmed level of income for 2020/2021 of £72,000 and that discussions are ongoing with remaining Members regarding their membership requirements; and
- (4) that the existing level of membership fees (paragraph 3.4) be retained at their current levels for 2020/2021 (paragraph 6.7).

3. Background

- 3.1. At its meeting on 11 June 2018, the Joint Committee approved a proposal to restructure the membership of the Group, by creating three categories of membership.
- 3.2. In addition, the Joint Committee agreed to elevate the status of the Social Care Group from sub-group to that of the Steering Group, to reflect the importance of the Social Care agenda to the Clyde Valley Learning and Development Group's (CVLDG) work.
- 3.3. It was agreed that a minimum of five Full Member Councils and a minimum level of funding of £59,000 per annum would be required to maintain the viability of the Project.
- 3.4. The agreed tariff for the different categories of membership was set as follows:-

Membership category		Full	Participating	Procurement
Banding (Employee Numbers)				
Band 1	(0 - 4,999)	£5,000	£3,000	£1,250
Band 2	(5,000 - 9,999)	£7,000	£4,000	£1,500
Band 3	(10,000+)	£10,000	£6,000	£2,500

4. Current Position

- 4.1. The agreed criteria in the paper of 11 June 2018, for maintaining a viable project had been set at a minimum of five Full Members, with a minimum income of £59,000 per year.
- 4.2. Running the first year with this new membership and fee structure, provided a risk and a challenge for the Joint Committee to set a fair and realistic membership fee structure that would allow both critical criteria to be met.
- 4.3. Nonetheless in the period from 1 April 2019 to 31 March 2020 the uptake in membership and consequent fee income exceeded both minimum levels. In summary, the 2019/2020 position is as follows:-
 - ◆ 6 Full Members
 - ◆ 11 Participating Members
 - ◆ 2 Procurement Members
- 4.4. The total income from this membership structure was therefore £90,750, resulting in a residual project fund for the year of £29,750, after deducting the required external audit fee of £2,000.
- 4.5. Feedback from Member Councils taking up membership indicated that the decision to retain their membership was primarily based on the following factors:-
 - ◆ commitment to the programme and its benefits
 - ◆ the Social Care Group's agenda and activities
 - ◆ access to the Promoting Positive Behaviour programme
 - ◆ the continuing contract for the CVLDG's learning platform (Brightwave)
 - ◆ participation in the e-Learning Sub Group

5. Utilisation of Funds.

- 5.1. The Project Steering Group and the Social Care Group continue to monitor the project fund and its utilisation.
- 5.2. Three specific projects were identified for 2019/2020 by the two governance groups. These were:-
 - ◆ the cost of hosting the annual PPB Practitioners' Seminar at Glasgow City Halls (estimated to be £1,400)
 - ◆ the commission to evaluate the PPB programme (£12,000)
 - ◆ investment in skills development for e-learning (costs still being finalised - sections 5.3 - 5.5).

- 5.3. The last of these projects is linked to one of the e-Learning Sub Group's work plan objectives to increase capacity through skills development. The importance of this project has been brought into sharp focus by the existing contract with the Group's Learning Management System provider (Brightwave) moving into its final years. This will result in the withdrawal of Brightwave's proprietary e-learning authoring tool (BILD), as well as the Group's primary means of sharing content.
- 5.4. Brightwave was asked to carry out an exercise to review current practice across the Group to establish which other authoring tools might be in use. In addition, they were asked to make recommendations as to which would best fit the Group's needs.
- 5.5. It is on this basis that preliminary costings have been sought from three training providers and it is anticipated that it should be possible to commission some skills training in one of the recommended products which could be accessed by Full and Participating Member Councils.
- 5.6. As previously reported, should any element of the funding not be spent in the current year, the funds will be transferred to the Balance Sheet for use in future years.

6. Projected Membership and Membership Fees for 2020/2021

- 6.1. All the current Members have been contacted with a view to establishing their membership intentions for the coming year. The decision to retain membership is subject to internal approval for all categories of membership.
- 6.2. As at 28 November 2019, the position regarding membership commitments has not yet been finalised, due to not all Members having confirmed their membership requirements for 2020/2021. Discussions will continue with these Members to allow the position to be finalised before the start of the new financial year.
- 6.3. To date, written commitments to retain their current membership category have been received from the following:-
 - ◆ 6 Full Members
 - ◆ 7 Participating Members
- 6.4. On the basis of the commitments received, all six of the current Full Members will retain their membership and Project Governance role through the Joint Committee, Project Steering Group and Social Care Group.
- 6.5. Income from fee membership next year currently stands at £72,000 (illustrated in Appendix 1, Table 1), resulting in a projected income of £11,000, after deducting the required external audit fee of £2,000.
- 6.6. As discussions are still ongoing regarding the final memberships for 2020/2021, it is proposed that the current categories and level of membership fees be retained for the next financial year, as the Project is still viable between confirmed income to date and balances carried forward.
- 6.7. Communications and discussions will continue with Member Councils who have not yet reached a firm decision on next year's membership, and a verbal update on the position will be provided to the Joint Committee at its meeting on 9 December 2019. The list of current Members who have yet to commit to membership renewal is shown in Appendix 1 Table 2.

7. Employee Implications

- 7.1. The continued support of the in-kind contributions of officers drawn from the Clyde Valley Member Councils remains crucial to the ongoing success of delivering the Project's objectives.
- 7.2. Of equal importance is to ensure that officers attending and participating in each of the Groups' activities are empowered to make management and strategic decisions on behalf of their respective organisations and that appropriate officers are nominated from each council to fulfil this requirement.

8. Financial Implications

- 8.1. The Project's projected income for 2020/2021 is currently £72,000 as all Members have not yet confirmed their required membership for 2020/2021. However, should any further Members continue their 2019/2020 level of membership into 2020/2021, this income will increase.
- 8.2. The acceptance of the new model and financial structure introduced last year indicates that Members believe the level of the new fee structure is acceptable and continues to represent a fairer distribution of Project costs.
- 8.3. Any unspent element of the 2019/2020 funding will be transferred to the Balance Sheet for use in future years. This balance will be reviewed annually as part of the review of membership and contributions.

9. Other Implications (Including Environmental and Risk Issues)

- 9.1. The risk to the Project in future years will be that the minimum number of Full Members or the minimum level of funding cannot be achieved. In such circumstances, it may not be viable to continue with the Project.
- 9.2. There are no implications for sustainability in terms of the information contained in this report.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 10.2. Consultation has been undertaken with all existing members of the Project.

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Steering Group

28 November 2019

Previous References

- ◆ 10 June 2019 - Update on Membership and Funding for the Clyde Valley Learning and Development Project for 2019/2020
- ◆ 10 December 2018 - Update on the Membership and Funding for the Clyde Valley Learning and Development Project for 2019/2020

List of Background Papers

- ◆ Clyde Valley EGF Training Bid
- ◆ NBSS Clyde Valley Consortium Submission November 2006
- ◆ NBSS Clyde Valley Consortium – Secondary Paper December 2006

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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Membership Contributions 2020/2021

Table 1: Confirmed Contributions as at 28 November 2019

Council	Previous Membership Status	New Membership Status	Contribution
East Renfrewshire	Full	Full	£5,000
Glasgow City	Full	Full	£10,000
Inverclyde	Full	Full	£5,000
North Lanarkshire	Full	Full	£10,000
Renfrewshire	Full	Full	£7,000
South Lanarkshire	Full	Full	£10,000
Orkney	Participating	Participating	£3,000
Scottish Borders	Participating	Participating	£3,000
Falkirk	Participating	Participating	£4,000
Clackmannanshire	Participating	Participating	£3,000
Angus	Participating	Participating	£4,000
Dundee	Participating	Participating	£4,000
Perth and Kinross	Participating	Participating	£4,000
Total			£72,000

Table 2: Councils Yet to Confirm Membership/Contributions as at 28 November 2019

Council	Previous Membership Status	New Membership Status	Potential Contribution
East Dunbartonshire	Participating	To be decided	£3,000
West Dunbartonshire	Participating	To be decided	£4,000
City of Edinburgh	Participating	To be decided	£6,000
Argyle and Bute	Participating	To be decided	£3,000
Dumfries and Galloway	Procurement	To be decided	£1,500
East Lothian Council	Procurement	To be decided	£1,250
Total			£18,750