

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held via Microsoft Teams on 20 June 2022

Convener:

Councillor Lynsey Hamilton, South Lanarkshire Council (after item 3)

Councillors Present:

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| East Renfrewshire Council: | Andrew Anderson |
| Inverclyde Council: | Francesca Brennan (Vice Convener – after item 4) |
| North Lanarkshire Council: | Ann Ballinger |
| Renfrewshire Council: | Emma Rodden |

Councillor's Apology:

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| Glasgow City Council: | Anne McTaggart |
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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

Project Steering Group

Pauline Cameron, East Renfrewshire Council
Gerry Mearns and Karen Sillars, Glasgow City Council
Alex Hughes, Inverclyde Council

Welcome and Introductions

S McLeod welcomed members to the Joint Committee and appropriate introductions were made.

Order of Business

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| The Joint Committee decided: | that the items of business be dealt with in the order minuted below. |
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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 21 February 2022 were submitted for noting.

The Joint Committee decided: that the minutes be noted.

3 Position of Convener

The Joint Committee decided: that Councillor Hamilton, South Lanarkshire Council, be confirmed as the Convener of the Joint Committee.

4 Position of Vice Convener

The Joint Committee decided: that Councillor Brennan, Inverclyde Council, be appointed as the Vice Convener of the Joint Committee.

5 Revenue Budget Monitoring 2022/2023 – Clyde Valley Learning and Development Joint Committee

A report dated 23 May 2022 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 20 May 2022 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.

6 Annual Governance Statement 2021/2022

A report dated 23 May 2022 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the Annual Governance Statement for 2021/2022 which would be included in the Joint Committee's 2021/2022 Annual Accounts.

The Joint Committee's Annual Governance Statement 2021/2022, 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 2021/2022, 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 2021/2022 Annual Accounts, be approved.

7 Meeting Arrangements 2022/2023

A report dated 31 May 2022 by the Clerk to the Clyde Valley Learning and Development Joint Committee was submitted on arrangements for meetings of the Joint Committee for the remainder of the financial year 2022/2023.

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 remainder of the financial year 2022/2023 be held via Microsoft Teams at 2.00pm on the following dates:-

- ◆ Monday 19 September 2022
- ◆ Monday 27 February 2023

8 2021/2022 Annual Report and Accounts – Clyde Valley Learning and Development Joint Committee

A report dated 23 May 2022 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 2022.

The Annual Report and Accounts, attached as an appendix to the report, detailed the revenue account and balance sheet to 31 March 2022 for the Joint Committee. The Accounts showed that the Joint Committee's total revenue expenditure had amounted to £0.122 million in 2021/2022 and had been met by income of £0.108 million. This had resulted in a £0.014 million deficit due to the approved expenditure of £0.025 million to extend the Learning Management System contract, which had been offset against the revenue cash balance of £0.030 million brought forward from 2020/2021.

After taking account of any accruals and commitments, a balance of £0.016 million had been left 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 2022 be noted.

9 Background to the Clyde Valley Learning and Development Project

A report dated 20 May 2022 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted providing an overview on the development of the Clyde Valley Learning and Development Project.

The Clyde Valley Learning and Development Group (CVLDG) was established informally in 2005 to explore the opportunities for improvement through joint working and shared delivery of learning and development. The Group comprised of the 8 local authorities located in west central Scotland as follows:-

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| ◆ East Dunbartonshire Council | ◆ North Lanarkshire Council |
| ◆ East Renfrewshire Council | ◆ Renfrewshire Council |
| ◆ Glasgow City Council | ◆ South Lanarkshire Council |
| ◆ Inverclyde Council | ◆ West Dunbartonshire Council |

In 2007, a formal partnership was established under a Joint Committee structure supported by grant funding from the National Board for Shared Services (NBSS). The lead authority for the Group was South Lanarkshire Council.

Group members developed a set of shared objectives for working together with a business case for change which focused on the design, implementation and delivery of training and other learning and development provision within its member councils. Through a detailed analysis of costs, methods, current practice and shared experience, the Group demonstrated a robust case for change through working more efficiently and in a spirit of partnership to deliver improved learning and development practices.

The key objectives of the Project were detailed in the report.

The Project continued to develop relevant, high quality training to the local government workforce which demonstrated consistency in access and provision, efficiency in development, delivery and assessment and sufficient flexibility to take account of local priorities and preferences.

The Project Steering Group had considered options for securing the future of the Project and the Joint Committee, at its meeting held on 11 June 2018, had approved proposals to restructure the membership of the Project, creating 3 categories of membership (full, participating and procurement) with a new associated funding model. The new funding model included a minimum level of funding of £59,000 (£61,000 including the audit fee) which was required annually to maintain the viability of the Project. A minimum number of 5 full member councils had also been agreed.

Details of the benefits of the Project and shared work that had been carried out by the Project were provided in the report.

The Joint Committee decided: that the report be noted.

10 Clyde Valley Learning and Development Project – Roles and Responsibilities

A report dated 20 May 2022 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted on the roles and responsibilities of the following key stakeholders associated with the Clyde Valley Learning and Development Project:-

- ◆ Joint Committee
- ◆ Clerk to the Joint Committee
- ◆ Treasurer to the Joint Committee
- ◆ Project Steering Group
- ◆ Social Care Group
- ◆ Promoting Positive Behaviour Strategic Governance Group
- ◆ Project Manager
- ◆ Project staff (seconded)
- ◆ Participating and procurement member councils

The Joint Committee decided: that the range of stakeholders involved in the delivery of the Clyde Valley Learning and Development Project and their specific roles and responsibilities be noted.

11 Urgent Business

There were no items of urgent business.