

# CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held via Microsoft Teams on 21 February 2022

## **Convener:**

Councillor Katy Loudon, South Lanarkshire Council

## **Councillors Present:**

East Renfrewshire Council:	Colm Merrick (Vice Convener)
Glasgow City Council:	Annette Christie
Inverclyde Council:	Martin Brennan
North Lanarkshire Council:	Angela Campbell
Renfrewshire Council:	Andy Steel

## **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  
Alex Hughes, Inverclyde Council  
Pauline McCafferty, North Lanarkshire Council  
Christine MacKenzie, Renfrewshire Council  
Gill Bhatti (Chair), South Lanarkshire Council

## **Also Attending:**

### **Audit Scotland**

Andrew Kerr, Senior Audit Manager; Tayyaba Binyameen, Trainee Auditor

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 13 September 2021 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 2021/2022 – Clyde Valley Learning and Development Joint Committee**

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A report dated 2 February 2022 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 28 January 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.

*[Reference: Minutes of 13 September 2021 (Paragraph 5) and 14 June 2021 (Paragraph 3)]*

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### **4 Update on Membership and Funding for the Clyde Valley Learning and Development Project for 2022/2023**

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A report dated 20 January 2022 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted providing an update on the membership and funding position for the Clyde Valley Learning and Development Project for the financial year 2022/2023.

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 £61,000 per annum (including audit fee) would be required to maintain the viability of the Project.

At the time of writing the report, 6 full member and 9 current participating member councils had confirmed their intention to continue their membership of the Project in 2022/2023. Dumfries and Galloway Council, which was currently a participating member council, had since confirmed that it would not continue its membership and East Lothian Council, which was currently a procurement member council, had yet to confirm its membership status.

The Project Manager would continue to liaise with East Lothian Council regarding its continued membership.

There remained a commitment from member councils to sustain the work of the Project and to continue to realise the benefits of participation. On the basis that the current membership fees continued to provide the Project with funding beyond the previously agreed minimum level of £61,000 (including audit fee), it was proposed that the existing level of membership fees be retained. It was further proposed that the minimum level of funding remain at the previously agreed level. This funding level was based on the current audit fee, however, the contract of the current auditor would end after the 2021/2022 audit and an update regarding the appointment of the new auditor and any change to the audit fee would be reported to a future meeting of the Joint Committee.

On the basis of the confirmed membership for 2022/2023, there would be a total income of £78,000 from membership fees resulting in a surplus of £17,000 for use by the Project. Any unspent element of the funding would be transferred to the balance sheet for use in future years.

**The Joint Committee decided:**

- (1) that it be noted that the model of membership and funding for the Project remained viable;
- (2) that the previously agreed categories and level of membership fees, as detailed in the report, be retained for 2022/2023;
- (3) that the minimum level of funding to allow the continuation of the Project for 2022/2023 remain at the previously agreed level of £61,000 (including audit fee);
- (4) that it be noted that 6 full member councils had confirmed their continued participation in the Project, exceeding the minimum target of 5 full member councils; and
- (5) that it be noted that the current confirmed funding of £78,000 exceeded the agreed minimum level of funding by £17,000.

*[Reference: Minutes of 22 February 2021 (Paragraph 4)]*

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## **5 Clyde Valley Learning and Development Joint Committee - Annual Audit Plan 2021/2022**

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The Joint Committee considered the Clyde Valley Learning and Development Joint Committee Audit Plan for 2021/2022, dated February 2022, submitted by the Joint Committee's External Auditors, Audit Scotland. The Plan set out the audit work necessary to allow Audit Scotland to provide an independent auditor's report and meet the wider scope requirements of public sector audit.

The Plan was structured around the following areas:-

- ◆ introduction
- ◆ annual accounts audit planning
- ◆ audit dimensions
- ◆ reporting arrangements, timetable and audit fee
- ◆ other matters including independence and objectivity and quality control

Details were given on key aspects of those areas.

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

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## **6 Clyde Valley Learning and Development Project – Strategic Review of Promoting Positive Behaviour (PPB) Programme**

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A report dated 19 January 2022 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted on a review of the Promoting Positive Behaviour (PPB) Programme.

In 2019, an independent evaluation of the programme had concluded that the PPB Programme had successfully delivered on its original objectives, was well received by both training and operational staff and was making a positive contribution to delivering services in a safe working environment.

Development of the Programme had started over 10 years ago, during which time there had been numerous changes in the social work and social care landscape as well as developments and revised thinking in terms of research and learning in service provision and support.

In addition, several member councils have since adopted policies which no longer promote the use of any physical interventions in the field of children's services which had resulted in the potential for conflict between the methods being taught on the Programme and the policies now being adopted by those member councils.

On the basis of the above, the PPB Strategic Governance Group had commissioned a strategic review of the Programme to ensure that it remained fit for purpose for current and future service delivery models.

Details of the methodology of the review were included in the report which included:-

- ◆ the establishment of a core review group to agree the scope of the review and set a timetable for the work to be completed
- ◆ the core review group being chaired by a senior level Social Work or Social Care Manager to reflect the strategic context of the review
- ◆ membership of the core review group being drawn from the member councils ensuring stakeholder representation from each core service area, ie Learning Disability, Older People and Child Care
- ◆ the scope of the review, to be agreed by the core review group, covering:-
  - ◆ the overall approach of the Programme
  - ◆ the principles of safe practice
  - ◆ positive approaches to care
  - ◆ use of physical interventions
  - ◆ methods of delivery and user/carer representation

Key stakeholder engagement was vital to the success of the review and the Chair of the PPB Strategic Governance Group had written to the Chief Social Work Officer/Chief Officer of the participating member councils to inform them of the review and request suitable representation on the core review group and the submission of any views which would contribute to the outcome of the review.

**The Joint Committee decided:**

- (1) that it be noted that the Clyde Valley Promoting Positive Behaviour (PPB) Strategic Governance Group had commissioned a full review of the PPB programme;
- (2) that it be noted that a core review group would be established to take forward the review and that this should be undertaken and completed during 2022;
- (3) that it be noted that all Chief Social Work Officers/Chief Officers from the participating Clyde Valley member councils had been informed about the review, asked to ensure representation from their organisations and invited to contribute their views; and
- (4) that it be noted that the core review group would provide an update to the PPB Strategic Governance Group at its next meeting on the work of the review.

*[Reference: Minutes of 9 December 2019 (Paragraph 8)]*

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## **7 Clyde Valley Learning and Development Project – Risk Assessment and Validation of Promoting Positive Behaviour Physical Interventions**

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A report dated 24 January 2022 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted on:-

- ◆ the analysis and risk assessment of the existing Promoting Positive Behaviour (PPB) physical interventions carried out by Robert Gordon University (RGU)
- ◆ the introduction of a new physical intervention

Although they only constituted one aspect of the PPB Programme's content, the physical interventions carried the highest degree of risk and it was essential that this risk was effectively managed on an ongoing basis.

An initial risk assessment of the physical interventions had been carried out by Robert Gordon University (RGU) in 2013, prior to the launch of the Programme. It had been recognised that this process should be repeated regularly to ensure that both trainers and practitioners continued to address the risks associated with each move. A second analysis had been completed by RGU in June 2018 with the resultant feedback report indicating no new risks to trainers, practitioners or service users.

It had been agreed by the PPB Strategic Governance Group that further analysis and risk assessment of the physical interventions would continue to be carried out on a bi-annual basis to maintain the currency of the analysis and quality assurance. A third assessment had been scheduled for 2020, however, this had been delayed due to the impact of the COVID-19 pandemic and had taken place on 18 November 2021.

Following a violent incident in a member council's children's house and a subsequent investigation carried out by the Health and Safety Executive (HSE), the HSE had recommended that a 3-person safe hold should be developed. Following approval of this recommendation by the PPB Strategic Governance Group, the Principal Trainers Group had undertaken the relevant research and developed a new physical intervention known as the "Two Person Safe Hold with Assistance".

This new intervention had been included within the scope of the RGU analysis and risk assessment carried out on 18 November 2021. Biomechanical analysis and risk assessment of certain intervention techniques from the perspective of both the trainer and the individual service user had been carried out, with subsequent analysis carried out by the physiotherapy department in the School of Health Sciences and led by one of the department's biomechanical engineers. The team had appropriate expertise in professional assessment of risk together with biomechanics and physiology relevant to child and adult anatomy.

A draft report produced by RGU advised that analysis had taken place of all foreseeable risks associated with the techniques and feedback had been provided on the full range of physical interventions in the context of both Adult Care and Child Care.

The analysis concluded that 26 of the 28 assessed physical interventions had been categorised as low or moderate risk to trainers and service users. It also noted that practice was still being delivered consistently and with good attention to detail as per previous RGU assessments.

Where the risks had been categorised as anything other than low, specific advice had been provided to mitigate the risks and this advice would be incorporated into the training materials for practitioners to be able to mitigate any residual risks.

The nature of the new physical intervention carried an element of risk, particularly as it was to be used in the context of Child Care, however, the feedback provided from the analysis considered the intervention to be low risk to trainers and practitioners and low to moderate risk for service users. A detailed description of the technique to be applied provided mitigation against the residual risk.

On the basis of the analysis, a recommendation would be made to the PPB Strategic Governance Group that the new Two Person Safe Hold with Assistance be integrated into the suite of physical interventions as a supplementary safe hold. It was recognised that adoption of this new physical intervention was discretionary and subject to a local governance decision in each member council.

**The Joint Committee decided:**

- (1) that it be noted that a thorough and robust quality assurance and risk assessment process had been carried out to ensure that risks associated with PPB physical interventions were mitigated as far as possible;
- (2) that the outcomes of the analysis undertaken by RGU in relation to the use of PPB physical interventions be noted; and
- (3) that it be noted that the analysis, feedback and recommendations on risks associated with the new physical intervention would be carried forward and introduced to the core PPB training programme.

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

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## **8 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 advised that the Clerk would write to members and officers advising them of the arrangements for the next meeting following the forthcoming Local Government elections.

The Convener continued by expressing her thanks to officers and members in the work of the Joint Committee over the current Council term and wished those who were seeking re-election good luck in the forthcoming elections.