

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 2 June 2008

Convener:

Councillor Denis McKenna, South Lanarkshire Council

Councillors Present:

East Dunbartonshire:	Jim Gibbons
East Renfrewshire:	Alan Lafferty
Glasgow City:	Tom McKeown
North Lanarkshire:	Jean Jones (Vice Convener – after item 3)

Councillors' Apologies:

Inverclyde:	Iain McKenzie, Gerry Dorrian
Renfrewshire:	Lorraine Cameron
West Dunbartonshire:	May Smillie

Attending:

Clerk's Office

Robert McIlwain, Clerk; Stuart McLeod, Administration Officer

Project Implementation Group

Margaret Capanni and Leanne Galasso, East Dunbartonshire Council
Jackie Anderson, Glasgow City Council
Hugh Carroll, North Lanarkshire Council
Michael Moran, Renfrewshire Council
Gill Bhatti and Gerry Farrell, South Lanarkshire Council
Donald Gordon, West Dunbartonshire Council

Also Attending:

Claire Higgins, Organisational Development Consultant, Glasgow City Council
Susan Mair, Personnel Adviser and Margaret Quinn, Development Officer, South Lanarkshire Council

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 10 March 2008 were submitted for approval as a correct record.

The Joint Committee decided: that the minutes be approved as a correct record.

3 Position of Vice Convener

The Joint Committee decided: that Councillor J Jones, North Lanarkshire Council, be confirmed as the Vice Convener of the Joint Committee.

4 Clyde Valley Learning and Development Project - Elected Members' Development Sub-Group

A report dated 27 May 2008 by the Glasgow City Council Representative on the Project Implementation Group was submitted on work being undertaken by the Clyde Valley Elected Members' Development Sub-Group.

Following the elections in May 2007, guidance had been issued by the Scottish Government stating that councils should develop their own training and development packages for elected members. A shared approach to members' development would eradicate duplication and create efficiencies in terms of resources, money and time. 7 of the 8 Clyde Valley Councils had indicated their intention to participate in the Sub-Group. A remit for the Sub-Group, which was detailed in the report, had been agreed.

Each Council had been asked to identify the training content they currently had or planned to deliver for elected members to allow the Sub-Group to establish those areas of training required to be developed in order that the provision of training could be prioritised.

A presentation was provided by C Higgins which covered the following:-

- ◆ key drivers for a shared approach to elected members' development including:-
 - ◆ the introduction of the single transferable vote and multi-member wards
 - ◆ Scottish Government guidelines
 - ◆ duplication of work
 - ◆ limited resources
- ◆ current position
- ◆ reporting channels
- ◆ recommendations

The Joint Committee decided:

- (1) that the potential benefits from adopting a shared approach to elected members' development by establishing an Elected Members' Development Sub-Group be noted;
- (2) that the remit of the Sub-Group, as detailed in the report, be noted; and
- (3) that the Sub-Group give initial consideration to identifying the key learning and development priorities which were common to the majority of Clyde Valley Councils.

5 Equalities Sub-Group - Areas of Common Interest

A report dated 27 May 2008 by the Chair of the Project Implementation Group was submitted on work being undertaken by the Clyde Valley Equalities Sub-Group.

The Sub-Group had met on 3 occasions and had identified the following areas of common interest:-

- ◆ audit of current equalities training in each partner authority including identifying demand, providers and cost
- ◆ identifying universal standards in equalities training for local government employees
- ◆ monitoring implementation of the Clyde Valley 'e'-learning package across partners and evaluating the impact of this training
- ◆ identifying approaches to implementing effective equalities impact assessments across Clyde Valley partner authorities
- ◆ sharing resources in relation to British Sign Language training for employees

The Joint Committee decided:

- (1) that the audit of current training practice in equalities be continued;

- (2) that the development of a common standard for training in equalities for local government employees in the Clyde Valley be endorsed;
- (3) that the sharing of good practice in relation to equalities impact assessments and British Sign Language training be noted; and
- (4) that the monitoring and evaluation of the current 'e'-learning package by the Sub-Group be noted.

6 Dates for Future Meetings

A report dated 23 May 2008 by the Clerk to the Joint Committee was submitted on arrangements for meetings of the Joint Committee for the remainder of the financial year 2008/2009.

The Joint Committee decided: that meetings of the Joint Committee be held at 2.00pm in South Lanarkshire Council Offices, Almada Street, Hamilton on the following dates:-

- ◆ Monday 1 September 2008
- ◆ Monday 1 December 2008
- ◆ Monday 2 March 2009

7 Clyde Valley Learning and Development Project - Shared Services Progress Report

A report dated 23 May 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 provision of training was as follows:-

- ◆ **First Aid** - Training by Glasgow City Council Direct and Care Services (DACs), on behalf of the Clyde Valley Group, was being delivered at a variety of training venues in Glasgow, South Lanarkshire, North Lanarkshire and Renfrewshire.

To date 40 courses had been run with a total number of 527 Clyde Valley employees trained. The rate negotiated on behalf of the Clyde Valley Learning and Development Project was less than the rate being paid by individual councils to a range of other providers.

The feedback and evaluations received from participants had been consistently high, demonstrating that the quality of the provision was excellent.

- ◆ **Diversity and Equality** - All councils (except East Dunbartonshire Council) now had customised versions of the Equality and Diversity e-learning package.

An evaluation form had been produced and would be distributed online to course participants. The online evaluation was being developed in-house by Clyde Valley employees. This approach saved £800.00 (£100.00 per council) which would be charged by the supplier for online evaluation.

- ◆ **Delivery of Vocational Qualifications (SVQs)** - The Development Sub-Group continued to meet on a monthly basis. Following initial savings of £45,197, the Sub-Group was now looking at the delivery of SVQs in other subject areas.

The opportunity existed to expand the use of online portfolio software to expedite the assessment and verification process. Negotiation with the vendor on behalf of the Clyde Valley Group had resulted in an offer to provide the software free of charge to those

councils which had not yet purchased the package. This represented a saving of £2,000 per council.

A further discount could also be achieved through the purchase of candidate licences. By purchasing on behalf of the Clyde Valley Group rather than by individual Councils, a further economy of scale was possible. The Sub-Group had identified SVQs in Early Years, Amenity Horticulture, Social Care and Community Wardens as having potential to use online portfolios.

Progress in relation to Phase 2 of the provision of training was as follows:-

- ◆ **Accredited Management Training – Institute of Leadership and Management (ILM)** - The Sub-Group chaired by North Lanarkshire Council had focused on using the Clyde Valley's ILM accredited trainers (Glasgow, North Lanarkshire, South Lanarkshire and Renfrewshire) to meet the demand requirements for ILM accredited training. In the first instance, the Sub-Group was addressing Glasgow City Council's requirement to provide an ILM award level for around 1,800 managers.

The group had run a problem solving workshop to generate and evaluate possible solutions for Glasgow. As a result, it was proposed that Clyde Valley accredited trainers would deliver the ILM courses using Glasgow City Council's course content. The Clyde Valley trainers would also carry out the assessment of candidates through marked assignments and feedback.

It was anticipated that, if successful, this approach would be replicated as demand dictated.

- ◆ **Management Development** - The new programme of management development training developed by North and South Lanarkshire Councils in partnership with Glasgow Caledonian University had recently been through the University's verification process. The outcome was a successful verification with both North and South Lanarkshire Councils drawing praise from the Verification Board for the innovative approach taken in developing the programme.

A meeting had been arranged with representatives from Glasgow Caledonian University to discuss the options for launching the programme in other councils with particular reference to the other Clyde Valley Councils. Following this meeting, the Management Development Sub-Group would make recommendations for the roll out of the programme.

The Learning and Development Manager from North Ayrshire Council had also expressed an interest in taking up this programme and was keen to work with the Clyde Valley Group to deliver the programme.

- ◆ **Social Care** - Recruitment had taken place for the post of Development Officer to support the delivery of social care training. A secondee from South Lanarkshire Council had been appointed and had taken up her post on 22 May 2008. The Development Officer would support the Project Implementation Group and the Project Manager in developing this and other aspects of the project.

South Lanarkshire Council had hosted a conference for Social Work employees on the subject of 'Harnessing Technology for Learning and Development'. The conference had been run in partnership with the Institute for Research and Innovation in Social Services (IRISS) and had included a workshop for Social Work Training Managers from the Clyde Valley Councils to make them aware of the Clyde Valley Project.

It was proposed to follow up this conference by holding a meeting in Glasgow City Council in mid June and to identify opportunities for the development of training, learning and development in social care.

- ◆ **Equality Training** - Progress in this area was detailed in a separate report.

- ♦ **Elected Member Training** - Progress in this area was detailed in a separate report.

The Joint Committee decided: that the progress achieved to date in relation to Phases 1 and 2 of the Project be noted.

[Reference: Minutes of 10 March 2008 (Paragraph 4)]

8 Management Development

A presentation was provided by S Mair highlighting progress made in relation to Management Development. The presentation covered:-

- ♦ an outline of the previous programme
- ♦ details of the new partnership between Glasgow Caledonian University, North Lanarkshire Council and South Lanarkshire Council
- ♦ the Development Team and development process
- ♦ the Programme including:-
 - ♦ accreditation
 - ♦ content
 - ♦ people manager and recourse manager routes
- ♦ the current position in terms of validation, delivery and the parallel involvement of Social Work
- ♦ future arrangements in terms of partnership and networking, sharing best practice and Best Value

The Joint Committee decided: that the presentation be noted.

9 Urgent Business – Membership of the Clyde Valley Group

In terms of Standing Order No 6(c), the Chair decided that, in view of the requirement to confirm the position as soon as possible, consideration be given to the following matter as a matter of urgency.

The Clerk to the Joint Committee advised that the Clyde Valley Chief Executive's Forum had agreed that North and South Ayrshire Councils and Strathclyde Fire and Rescue could join the Clyde Valley Group.

The Joint Committee decided: that the position be noted.