

# CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 3 October 2011

## **Convener:**

Councillor Denis McKenna, South Lanarkshire Council

## **Councillors Present:**

East Dunbartonshire: Jim Gibbons  
East Renfrewshire: Alan Lafferty  
Glasgow City: Paul Rooney  
North Lanarkshire: Bob Chadha (Substitute)

## **Councillors' Apologies:**

Inverclyde: Gerry Dorrian (Substitute)  
Renfrewshire: Lorraine Cameron and James McQuade (Substitute)  
West Dunbartonshire: Jonathan McColl and Patrick McGlinchey (Substitute)

## **Attending:**

### **Clerk's Office**

Sandra Abbott, Administration Assistant; Gordon Bow, Administration Manager, South Lanarkshire Council

### **Treasurer's Office**

Margo Young, Accountant, South Lanarkshire Council

## **Clyde Valley Learning and Development Project**

Gerry Farrell, Project Manager  
Margaret Quinn, Project Development Officer

## **Clyde Valley Education Workforce Learning and Development Group**

Alan Milliken (Chair), South Lanarkshire Council

## **Project Implementation Steering Group**

Susan Strath, East Dunbartonshire Council  
Pauline Cameron, East Renfrewshire Council  
Sharon McKechnie, Glasgow City Council  
Carol Reid, Inverclyde Council  
Pauline McCafferty, North Lanarkshire Council  
Michael Moran, Renfrewshire Council  
Gill Bhatti (Chair), South Lanarkshire Council

## **Also Attending:**

Louise Gaddi, Qualifications Manager, Scottish Qualifications Authority (SQA)  
Tony Mackie, Social Work Training Manager, Glasgow City Council

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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 June 2011 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 2011/2012 - Clyde Valley Learning and Development Joint Committee**

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A report dated 19 September 2011 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 2 September 2011 against budgeted expenditure for the Clyde Valley Learning and Development Joint Committee's revenue budget, together with a forecast for the year to 31 March 2012.

The Accountant intimated that the 2010/2011 Annual Accounts had received a clear audit certificate from PricewaterhouseCoopers (PWC) and a copy of the signed accounts would be provided by PWC in due course. The certified Annual Accounts would be submitted to the next meeting for adoption.

**The Joint Committee decided:**

- (1) that the breakeven position on the Revenue Budget be noted;
- (2) that the forecast of a breakeven position at 31 March 2012 be noted; and
- (3) that the certified Annual Accounts for 2010/2011 be submitted to the next meeting of the Joint Committee for adoption.

*[Reference: Minutes of 13 June 2011 (Paragraph 3)]*

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### **4 Clyde Valley Learning and Development Project - Shared Services Update Phases 2 and 3**

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A report dated 15 September 2011 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on progress achieved in the various work areas identified in Phases 2 and 3 of the Clyde Valley Learning and Development Project.

Priorities over the past 3 months had focused on:-

- ◆ ongoing development of e-learning and associated infrastructure
- ◆ social care training
- ◆ the establishment of Clyde Valley work streams for education services

In addition, the work of the Equalities Sub-Group had developed business cases in the following areas for further consideration:-

- ◆ e-learning training on basic awareness of equality and diversity
- ◆ Equality Impact Assessment

Progress in relation to Phase 2 of the Project was summarised for the following areas:-

- ◆ development of e-Learning and associated infrastructure
- ◆ behaviour management training
- ◆ development of e-learning for health and social care
- ◆ SVQ provision in health and social care
- ◆ co-ordination of practice teaching placements

Subject areas identified for development in Phase 3 of the Project were as follows:-

- ◆ leadership development in teaching
- ◆ Curriculum for Excellence
- ◆ Glow (the Education Services' bespoke intranet/knowledge management system)

**The Joint Committee decided:** that the progress achieved to date in relation to Phases 2 and 3 of the Project be noted.

*[Reference: Minutes of 14 March 2011 (Paragraph 5)]*

*Councillor Gibbons entered the meeting during consideration of this item of business*

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## **5 Clyde Valley Learning and Development Project - Progress in E-Learning**

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A report dated 16 September 2011 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on progress achieved in relation to the implementation of e-learning.

All 8 Member Councils and a further 10 Associate Member Councils had purchased the Brightwave e-learning management system which had the following advantages:-

- ◆ high numbers of employees could gain access to learning content relatively easily
- ◆ e-learning was more flexible and efficient than more traditional training methods
- ◆ e-learning could be combined with more traditional training methods to provide 'blended training'
- ◆ training content could be developed and shared by all the Clyde Valley Councils
- ◆ the common platform allowed analysis of usage and trends across all the councils who used it

Details of usage and analysis of the most popular subjects were provided in the report. The analysis showed that courses developed by Member and Associate Member Councils more closely met their needs and priorities. In addition, developing courses would reduce the cost of using more expensive 'off the shelf' or licensed e-learning content in the longer term.

The use of e-learning and its impact on performance would continue to be evaluated to ensure continuous improvement.

**The Joint Committee decided:** that the progress achieved to date in relation to the implementation of e-learning be noted.

*[Reference: Minutes of 14 March 2011 (Paragraph 5)]*

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## **6 Progress Report - Clyde Valley Education Workforce Learning and Development Group**

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A report dated 16 September 2011 by the Chair of the Clyde Valley Education Workforce Learning and Development Group was submitted on progress in relation to the work of the Group.

Progress was summarised for the following areas and details of the lead authority for each area were provided in the appendix to the report:-

- ◆ leadership
- ◆ Glow (national intranet for education)
- ◆ Curriculum for Excellence

The use of the Brightwave e-learning management system to support learning and development across education services would also be explored by the Group.

**The Joint Committee decided:** that progress made by the Clyde Valley Education Workforce Learning and Development Group be noted.

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## **7 Development of Behaviour Management Award**

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A presentation was made by L Gaddi, Qualifications Manager on the development of a national behaviour management qualification for all workers who required training in dealing with physical interventions in terms of the Children (Scotland) Act 1995 and the Protection of Vulnerable Adults (Scotland) Act 2007.

The presentation highlighted that:-

- ◆ the qualification would be a Professional Development Award (PDA) at SCQF level 7 and would contain 2 new Higher National Certificate (HNC) units and 3 existing SVQ units
- ◆ refresher training, to be delivered approximately every 18 months, would be developed
- ◆ it was anticipated that approximately 400 candidates per year would complete the PDA and a further 1,600 would complete the refresher training
- ◆ there was potential to market the PDA to other organisations and agencies such as the NHS, Scottish Prison Service, private care homes, homeless units and security companies
- ◆ the PDA would be quality assured allowing transferability between employers
- ◆ the PDA would be cost effective in comparison to equivalent training provided by commercial organisations
- ◆ the PDA would be recognised by the Scottish Social Services Council (SSSC) and would meet the SSSC's post registration Continuous Professional Development (CPD) requirements
- ◆ the PDA was on target to be launched by the end of January 2012

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

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## **8 Urgent Business**

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There were no items of urgent business.