

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 28 August 2017

Convener:

Councillor Katy Loudon, South Lanarkshire Council (after item 3)

Councillors Present:

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| East Dunbartonshire Council: | Jim Gibbons |
| Glasgow City Council: | Richard Bell |
| Inverclyde Council: | Martin Brennan |
| North Lanarkshire Council: | Angela Campbell |
| Renfrewshire Council: | Jim Paterson |

Councillors' Apologies:

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|------------------------------|---|
| East Renfrewshire Council: | Colm Merrick |
| West Dunbartonshire Council: | Karen Conaghan and Caroline McAllister (Substitute) |

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

Margaret Quinn, Project Development Officer

Project Implementation Steering Group

Nicole Mulvey, East Dunbartonshire Council
Pauline Cameron, East Renfrewshire Council
Vhairi Todd, Glasgow City Council
Alex Hughes, Inverclyde Council
Pauline McCafferty, North Lanarkshire Council
Simon Hall and Lenore Robson, Renfrewshire Council
Gill Bhatti (Chair), South Lanarkshire Council

Also Attending:

Tony Mackie, Principal Officer, Learning and Development, Glasgow City Council
Councillor Natasha Murphy, Inverclyde Council (Substitute)
Dave Richardson, Senior Audit Manager, Audit Scotland

Welcome and Introductions

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

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 5 December 2016 were submitted for approval as a correct record.

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

3 Position of Convener

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

4 Position of Vice Convener

The Joint Committee decided: that consideration of the appointment of Vice Convener of the Joint Committee be continued to the next meeting.

5 Clyde Valley Learning and Development Project - Overview

A report dated 14 August 2017 by the Chair of the Clyde Valley Learning and Development Project Implementation 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:-

- ◆ East Dunbartonshire Council
- ◆ East Renfrewshire Council
- ◆ Glasgow City Council
- ◆ Inverclyde Council
- ◆ North Lanarkshire Council
- ◆ Renfrewshire Council
- ◆ South Lanarkshire 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.

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

In response to questions from Councillor Brennan, the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group advised that the training content devised by the Project related primarily to local government employees although there was some training content that applied to teaching staff. She added that some of the training content was compulsory and some was voluntary.

The Joint Committee decided: that the report be noted.

Councillors Bell and Gibbons entered the meeting during this item of business

6 Clyde Valley Learning and Development Project - Shared Services Roles and Responsibilities

A report dated 14 August 2017 by the Chair of the Clyde Valley Learning and Development Project Implementation 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 Implementation Steering Group
- ◆ Project Manager
- ◆ Project staff (secondees)
- ◆ associate 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.

7 Annual Governance Statement 2016/2017

A report dated 14 August 2017 by the Treasurer to the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on the Annual Governance Statement for 2016/2017 which would be included in the Joint Committee's 2016/2017 Annual Accounts.

The Joint Committee's Annual Governance Statement 2016/2017, 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 2016/2017, the Treasurer's opinion was that the systems for internal control were effective and would continue to be reviewed and improved as appropriate in 2017/2018.

The Joint Committee decided: that the Annual Governance Statement, attached as Appendix 1 to the report, which would be included in the Clyde Valley Learning and Development Joint Committee's 2016/2017 Annual Accounts, be approved.

8 Audit Scotland - Clyde Valley Learning and Development Joint Committee 2016/2017 Annual Audit Report (Proposed)

The 2016/2017 Annual Audit Report (proposed) dated August 2017 for the Clyde Valley Learning and Development Joint Committee was submitted by the Joint Committee's External Auditor, Audit Scotland.

The Senior Audit Manager gave a verbal overview of the Annual Report to members for the year ended 31 March 2017 which included the following key messages:-

- ◆ Audit Scotland had provided an unqualified audit opinion on the 2016/2017 annual accounts
- ◆ the administering authority, South Lanarkshire Council, had managed the Joint Committee's running costs within the available budget
- ◆ the Joint Committee had secured contributions of £32,000 towards the running costs for 2017/2018 which would ensure it could operate as a going concern for the next 12 months
- ◆ the effectiveness of the governance arrangements in place was diminished by the non-attendance of representatives from 2 member authorities at Joint Committee meetings during 2016/2017
- ◆ there was a risk that, due to the reduction in the level of training monitored through the Joint Committee, the existing arrangements were no longer providing value for money for member authorities

The Annual Report also incorporated an Action Plan for 2016/2017 which included recommendations in relation to the following:-

- ◆ accumulated funds
- ◆ attendance of members at Joint Committee meetings
- ◆ decrease in activity

Audit Scotland had also provided a letter of representation which would be signed by the Treasurer to the Joint Committee to confirm that she was satisfied with the Joint Committee's system of internal financial control.

The Joint Committee decided: that Audit Scotland's 2016/2017 Annual Audit Report (proposed) for the Clyde Valley Learning and Development Joint Committee be noted.

9 Certified Annual Accounts 2016/2017 and External Auditor's Report to the Joint Committee

A report dated 14 August 2017 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the:-

- ◆ Joint Committee's Annual Accounts for 2016/2017 which had received a clean audit certificate with no audit actions identified from the External Auditor, Audit Scotland
- ◆ requirement to approve the Annual Accounts for 2016/2017 for signing by the Treasurer

The Annual Accounts would be available on South Lanarkshire Council's website.

The Joint Committee decided:

- (1) that it be noted that the Annual Accounts for 2016/2017 had received a clean audit certificate with no audit actions identified; and
- (2) that the audited Annual Accounts for 2016/2017, attached as Appendix 1 to the report, be approved for signing by the Treasurer.

10 Revenue Budget Monitoring 2017/2018 - Clyde Valley Learning and Development Joint Committee

A report dated 31 July 2017 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 21 July 2017 against budgeted expenditure for the Clyde Valley Learning and Development Joint Committee's revenue budget.

In response to a question from Councillor Gibbons, the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group advised that associate member councils did not pay an annual contribution to the cost of the Project as their level of participation in the Project varied.

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 5 December 2016 (Paragraph 3)]

11 Accredited e-Learning - Food Hygiene

A report dated 14 August 2017 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on the work which had been undertaken by the Clyde Valley Learning and Development Group and the Royal Environmental Health Institute Scotland (REHIS) in developing the Introductory Joint Award in Food Hygiene.

This work included the development of a syllabus which reflected the nature of the member councils' work and the needs of domiciliary employees. The modules contained within the syllabus would be delivered through e-learning and included the following:-

- ◆ Why Food Hygiene is Important
- ◆ Bacteria
- ◆ Food Poisoning and Contamination
- ◆ Safe Handling and Storage of Food
- ◆ Personal Hygiene
- ◆ Why Cleaning is Important

An on-line knowledge test would be conducted on completion of the course.

Validation of the content of the modules and the delivery method was conducted by suitably competent and qualified persons, from a variety of disciplines, through a review and critical assessment. The Introductory Joint Award in Food Hygiene was formally launched in February 2017 and, to date, 235 employees had completed the course and assessments.

In response to a question from Councillor Brennan, the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group advised that, of the 235 employees who had completed the course, there was a fairly even split between South Lanarkshire and Renfrewshire Council employees. She added that other member councils would begin to utilise the training.

The Joint Committee decided: that the contents of the report be noted.

[Reference: Minutes of 6 June 2016 (Paragraph 7)]

12 Clyde Valley Learning and Development Project - Promoting Positive Behaviour Programme

A report dated 15 August 2017 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on progress with the Promoting Positive Behaviour (PPB) training programme.

In 2010, the Clyde Valley Social Care Sub-group was tasked by Social Work Directors on the Clyde Valley Health and Care Collaborative Group to explore alternatives to the arrangements for training residential and day care staff in managing challenging behaviour. This resulted in the development of the PPB training programme which had included significant work with the Scottish Qualifications Authority (SQA) and extensive partnership working across the 8 member councils to create shared, jointly owned training materials and allow biomechanical assessments of physical interventions to be undertaken.

A 3 tier governance structure had been developed and was being rolled out in each of the member councils. This structure was central to the PPB training programme being a viable long-term project which was owned, managed, resourced, delivered and quality assured by the member councils.

Continuous Professional Development (CPD) was integral to maintaining the trainers' profile in delivering the programme. The inaugural Clyde Valley wide CPD event was hosted and sponsored by Glasgow City Council's Social Work Services and took place on 13 June 2016 at Glasgow City Halls.

A second event, which had been jointly funded by member councils, had taken place on 12 June 2017. This event had been extremely well received as a valued learning opportunity and as a forum to discuss and demonstrate good practice.

As a learning opportunity that was developed essentially to deal with supporting staff to manage behaviour that challenged, PPB had exceeded expectations. The Homelessness Service in Glasgow City Council had embraced PPB and highlighted the added value it had brought to the Service in terms of developing core social work values within the staff group. A short film had been produced to highlight the positive impact PPB has had on this Service and it was the basis for one of the workshop sessions at the CPD event.

Feedback from the event had been collated and would be used when considering future development priorities.

The Joint Committee decided: that the activities undertaken by members of the Clyde Valley Social Care Sub-group in progressing good practice and governance for the Promoting Positive Behaviour training programme be noted.

[Reference: Minutes of 5 December 2016 (Paragraph 6)]

13 Urgent Business

There were no items of urgent business.