

Report

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	5 December 2016
Report by:	Chair of Clyde Valley Learning and Development Project Implementation Steering Group

Subject:	Clyde Valley Learning and Development Project – Governance of the Promoting Positive Behaviour Programme
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Joint Committee on progress made by the Clyde Valley Social Care Group to establish a robust and sustainable governance structure in relation to the Clyde Valley Group's Promoting Positive Behaviour (PPB) programme

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that the activities undertaken by members of the Clyde Valley Social Care Group to establish a viable governance structure for the PPB programme, be noted.

3. Background

3.1. In 2010, the Clyde Valley Social Care Subgroup was asked by Social Work Directors on the Clyde Valley Health and Care Collaborative Group to explore alternatives to the current arrangements for training staff in managing challenging behaviour.

3.2. A substantial and complex project was developed on the basis of this objective to develop a new programme of training to be known as Promoting Positive Behaviour.

3.3. Given the significance of this new development, the new training model required a high degree of scrutiny and monitoring. For this reason, a three tier governance structure was developed. This comprises of the following:-

- ◆ high level strategic governance
- ◆ governance of training content and quality assurance of delivery
- ◆ local governance of programme delivery

3.4. The establishment of this structure is central to the establishment of PPB as a viable long term project which is owned by, managed, resourced, delivered and quality assured by the member councils of the Clyde Valley Group.

- 3.5. Two of the identified tiers of governance are now well established and include representation from all participating Clyde Valley Councils. The immediate priorities are to:-
- ◆ establish an appropriate local governance structure
 - ◆ provide opportunities for continuous professional development (CPD) for practitioners and trainers using the PPB model
 - ◆ produce robust and consistent guidelines, procedures, checklists and paperwork for trainers
- 3.6. At the meeting of the PPB Strategic Governance Group on 13 October 2016, papers were submitted and approved addressing each of these areas.

4. Local Governance Structure

- 4.1. The PPB Strategic Governance Group agreed that, given the potential for complex governance issues arising, the preferred recommendation is the establishment of a new group to address local governance issues.
- 4.2. It was recommended that the Local Governance Group will have a minimum of two meetings per year and that the scheduling of these meetings should ideally be aligned to the meeting cycle of the Strategic Governance Group.
- 4.3. The Local Governance Group should comprise senior managers from Children and Justice Services and Adult and Older People Services. The Health and Social Care Partnership (HSPC) will also be represented. The Group should be chaired by a senior operational stakeholder. Ideally, the local chair will represent the Local Governance Group at the high level Strategic Governance Group. A set of primary and secondary tasks and responsibilities has been identified for a Local Governance Group to address. These are attached as an appendix to this report.

5. CPD Event for Trainers and Practitioners

- 5.1. CPD has always been an integral part of the trainers' profile in delivering the programme. In order to address this requirement in the first instance, the Clyde Valley Social Care Group undertook the task of developing and delivering a PPB Practitioners' Seminar, for trainers from the Clyde Valley Councils. The inaugural 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.
- 5.2. The purpose of the event was to allow delegates to reflect on, develop and improve practice in the context of PPB. This was achieved through reflective practice, input from speakers and group discussion.
- 5.3. The event was heavily oversubscribed but was attended by some 65 delegates. For the most part these were current PPB practitioners, although the event was also attended by representatives from the PPB Strategic Governance Group and the Clyde Valley Social Care Group.
- 5.4. The seminar was deemed to be highly successful by those delegates attending, with event evaluation responses being universally positive.
- 5.5. Outputs from the event have been collated under the headings; programme successes to date; benefits realised and future development priorities. These were accepted and approved by the PPB Strategic Governance Group and remitted for further action to the Clyde Valley Social Care Group.

6. Principal Trainer's Group Recommendations

6.1. Much of the ongoing development and improvements to the programme are driven by the Principal Trainers' Group. This Group submitted a report to the PPB Strategic Governance Group seeking approval for the adoption of the following:-

- ◆ trainer criteria
- ◆ trainer responsibilities
- ◆ PPB Trainers Code of Conduct
- ◆ Principal Trainer responsibilities

6.2. One of the priorities identified at the PPB Practitioners Seminar was the standardisation of the paperwork/system and a checklist for quality assurance purposes. The Principal Trainers' group acknowledged the requirement to standardise paperwork and, as a result, undertake the development of a toolkit for trainers to use as a reference guide. Representation from the Principal Trainers Group in association with the Clyde Valley Social Care Group have developed the first of a series of documents for inclusion.

6.3. The Principal Trainers' Group now has an established system for training and developing both categories of trainers. The system covers:-

- ◆ Principal Trainers - who act as the co-ordinator for each Local Authority/Health and Social Care Partnership (HSCP) and attend the Principal Trainers' Group. The Councils/HSCPs who have engaged in the Lead Trainers Group are Glasgow, Renfrewshire, East Renfrewshire, Inverclyde, South Lanarkshire, North Lanarkshire and West Dunbartonshire
- ◆ Trainers - who will deliver training to staff in their Council/HSCP
- ◆ All Trainers are required to attend Core and Refresher Training for Trainers courses

6.4. There is a continuous demand for PPB training for both Train the Trainer and PPB courses for staff with courses running to full capacity. In order to meet this demand, the Principal Trainers' Group have scheduled a series of Training for Trainers courses including:-

- ◆ 20 Training for Trainers Courses for new trainers
- ◆ 7 Refresher Training for Trainers Courses for existing trainers

6.5. The Group also reported on progress that has been made in delivering the first tranche of candidates for the Professional Development Award (PDA) in PPB.

6.6. Three Principal Trainers, one each from Glasgow City Council, Renfrewshire Council and East Renfrewshire Council are now assessors for the PDA. The first tranche of staff to undertake the PDA on Promoting Positive Behaviour (PPB) commenced on 12 September 2016 with a planned completion date of PDA by March 2017.

6.7. This activity represents another significant milestone in the development of the PPB programme.

7. Employee Implications

7.1. The commitment of time and resources from Clyde Valley Councils has been very significant in achieving the above activities. This has been particularly the case for the Principal Trainers and members of the Clyde Valley Social Care Group. It should be noted that the ongoing commitment to the programme from these Groups is critical in maintaining the success of the programme.

8. Financial Implications

- 8.1. There are no immediate financial implications, however, this will be monitored as the workplan is developed.

9. Other Implications

- 9.1. The primary risk lies in sustaining the collaborative approach to learning and development for all partners within the Clyde Valley Learning and Development Group, which remains fundamental to this and other Clyde Valley programmes of work.
- 9.2. There are no implications for sustainability in terms of the information contained in this report.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 10.2. All 8 Clyde Valley Member Councils were invited to participate in all aspects of the PPB programme and contribute to play a role in its governance and delivery.

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Implementation Steering Group

14 November 2016

Previous References

- ◆ Clyde Valley Learning and Development Project – Social Care Forward Workplan Priorities – 6 June 2016

List of Background Papers

- ◆ Clyde Valley Learning and Development Joint Committee Minute of Agreement

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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Role of the Local Governance Group

The following tasks and issues have been identified as of primary importance to be addressed by the Local Governance Group:-

- ◆ Delivery of the programme
- ◆ Ensuring incidents and issues occurring through the application of the programme and the impact on service delivery are investigated and resolved satisfactorily
- ◆ Managing local risk assessments in the context of service delivery and health and safety
- ◆ Managing local capacity needs and requirements to deliver the programmes (include principal trainer model, PPB, CPD etc)
- ◆ Taking responsibility to determine local criteria for trainers' fitness to train and ensuring that these criteria are maintained in practice
- ◆ Ensuring that the local arrangements are in place for all PPB training events regarding first aid training requirements
- ◆ Addressing current relevant policies to ensure that these are integrated with PPB where appropriate (for example, Restrictive Intervention Policy in Adults and Older People's Services)

In addition, the following list of secondary tasks also requires attention:-

- ◆ Local reporting to and from the high level Strategic Governance Group, the trainers' governance group and with appropriate internal channels
- ◆ Provide local feedback and recommendations to local and Clyde Valley trainers' groups
- ◆ Ensure application of Clyde Valley governance policy and guidance on the use of PPB
- ◆ Carry out local monitoring and evaluation of the impact of PPB including that on service delivery
- ◆ Monitor all requests from external agencies to access any PPB material or courses and ensure that these requests are referred to the high level Strategic Governance Group