CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 8 June 2015

Convener:
Councillor Denis McKenna, South Lanarkshire Council

Councillors Present:
East Dunbartonshire Council: Jim Gibbons
East Renfrewshire Council: Ian McAlpine
Inverclyde Council: Terry Loughran
North Lanarkshire Council: Kaye Harmon (Vice Convener)
Renfrewshire Council: Jackie Henry

Councillors' Apologies:
Glasgow City Council: Matt Kerr and Paul Rooney (Substitute)
West Dunbartonshire Council: Michelle McGinty and John Mooney (Substitute)

Attending:
Clerk's Office
Stuart McLeod, Administration Officer, South Lanarkshire Council
Treasurer's Office
Graham Booth, Finance Adviser, South Lanarkshire Council

Clyde Valley Learning and Development Project
Gerry Farrell, Project Manager
Margaret Quinn, Project Development Officer

Project Implementation Steering Group
Ceri Paterson, East Dunbartonshire Council
Vhairi Todd, Glasgow City Council
Carol Reid, Inverclyde Council
Pauline McCafferty, North Lanarkshire Council
Michael Moran, Renfrewshire Council

Also Attending:
Tony Mackie, Principal Officer, Learning and Development, 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 8 December 2014 were submitted for approval as a correct record.

In response to a question from Councillor Harmon, the Project Manager advised that the Project Implementation Steering Group had worked with Brightwave Limited and all e-learning content could now be accessed using hand held tablet devices.

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

[Reference: Minutes of 8 December (Paragraph 7)]

3 Revenue Budget Monitoring 2015/2016 - Clyde Valley Learning and Development Joint Committee

A report dated 8 May 2015 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 1 May 2015 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 8 December 2014 (Paragraph 3)]

4 2014/2015 Annual Report and Accounts - Clyde Valley Learning and Development Joint Committee

A report dated 8 May 2015 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the Annual Report and Accounts of the Joint Committee for the year ending 31 March 2015.

The Annual Report and Accounts, attached as an appendix to the report, detailed the revenue account and balance sheet to 31 March 2015 for the Joint Committee. The Accounts showed that the Joint Committee's total revenue expenditure had amounted to £0.182 million in 2014/2015 and had been met by income of £0.184 million, resulting in a £0.002 million surplus. The surplus would be added to the revenue cash balance of £0.005 million from 2013/2014, leaving a balance of £0.007 million to be carried forward for use in future years.

The Annual Report and Accounts had been passed to the External Auditor for consideration.

The Joint Committee decided: that the Annual Report and Accounts for the Clyde Valley Learning and Development Joint Committee for year ended 31 March 2015 be noted.

5 Clyde Valley Learning and Development Project - Forward Workplan Priorities

A report dated 14 May 2015 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on the priority areas identified in the forward work plan for the remainder of the financial year 2015/2016.

It was recognised that the Project Implementation Steering Group would need to consider "smarter" ways of working to achieve future priorities and ensure that existing work continued. The Group considered both strategic and local environmental factors which impacted on learning and development priorities for the Clyde Valley Group collectively and individual councils locally. Using this approach, the Project Implementation Steering Group had identified the following learning and development priorities:-

♦ further exploitation of technology in learning and development
♦ agile working and supporting organisational re-structuring
♦ flexible approach to coaching
♦ succession planning
♦ personal and organisational resilience
♦ continued development of opportunities in e-learning

Those priority areas reflected a mixture of current issues facing member councils and anticipated issues for the future. Appropriate officers would be allocated to each of the subjects to develop a business case and produce recommendations and appropriate models for delivery.

In addition to the priorities, it was recognised that existing models such as e-learning development and exploitation of technology would remain as priorities and would continue to be a focus for the Project Implementation Steering Group.

The Joint Committee decided:

(1)   that the priorities identified for development and delivery by the Clyde Valley Learning and Development Project Implementation Steering Group be noted; and

(2)   that appropriate officers be allocated to each of the priority areas to develop a business case and produce recommendations and appropriate models for delivery.

6   Clyde Valley Learning and Development Project - Governance Arrangements for the Promoting Positive Behaviour Programme

A report dated 26 May 2015 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted advising on the progress made by the Clyde Valley Learning and Development Project Social Care Sub-group to establish a formal governance structure for the 'Promoting Positive Behaviour' training programme.

The Clyde Valley Social Care Sub-group had developed and implemented a training strategy which facilitated the delivery of the new 'Promoting Positive Behaviour' programme. However, due to the nature of the training, potential risks and the service context, it had been recognised that a robust governance strategy was also required to ensure the integrity, validity and safety of the training provided. Following further analysis, it had been identified that the following aspects of governance required to be addressed:-

♦   strategic matters
♦   training content
♦   local delivery

In terms of strategic governance, all 8 member councils had established a Strategic Governance Group which had met to consider its remit and had also agreed that a Minute of Agreement (MOA) required to be adopted by all the participating member councils. A draft MOA had been circulated to member councils for comment and feedback.

A further group had been established to address all matters associated with the training content of the programme and to ensure the course materials remained current, appropriate, robust, safe and fit for purpose. The membership of this group had initially been drawn from the trainers and practitioners who had developed the programme materials and content, however, all member councils would be given the opportunity to be represented on this group.

In terms of ensuring that local delivery was managed in accordance with the same governance principles, a number of recommendations, which had been made to all member councils, were detailed in the report.

The Joint Committee decided: that the overall progress in establishing a robust governance structure for the 'Promoting Positive Behaviour' training programme be noted.

[Reference: Minutes of 9 June 2014 (Paragraph 7)]

7 Clyde Valley Learning and Development Project - Associate Membership

A report dated 1 May 2015 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on action taken by her, in consultation with the Convener, in terms of the Scheme of Delegation, to accept Perth and Kinross and West Lothian Councils as Associate Members of the Clyde Valley Learning and Development Project.

Perth and Kinross and West Lothian Councils had requested that they be considered for Associate Membership of the Clyde Valley Learning and Development Project as the work being carried out by the e-Learning Sub-group was closely aligned to their current priorities for learning and development.

In view of the fact that the 2 councils wanted to gain access to the Clyde Valley e-learning contract as soon as possible, the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group, in consultation with the Convener, had granted Associate Membership under the Scheme of Delegation.

The Joint Committee decided: that the action taken, in terms of the Scheme of Delegation, by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group, in consultation with the Convener, in accepting Perth and Kinross and West Lothian Councils as Associate Members of the Clyde Valley Learning and Development Project, be noted.

[Reference: Minutes of 15 September 2014 (Paragraph 3)]

8 Urgent Business

There were no items of urgent business.