

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held via Microsoft Teams on 12 February 2024

Convener:

Councillor Lynsey Hamilton, South Lanarkshire Council

Councillors Present:

East Renfrewshire Council:	Andrew Anderson
Glasgow City Council:	Anne McTaggart
Inverclyde Council:	Francesca Brennan (Vice Convener)
North Lanarkshire Council:	Angela Campbell

Attending:

Clerk's Office

Stuart McLeod, Administration Officer, South Lanarkshire Council

Treasurer's Office

Aaron Irving, Finance Adviser; Blair Riddoch, Trainee Accountant, South Lanarkshire Council

Clyde Valley Learning and Development Project

Gerry Farrell, Project Manager

Project Steering Group

Alex Hughes, Inverclyde Council
Gillian Clarkson, North Lanarkshire Council

Also Attending:

Audit Scotland

Karla Graham, Senior Auditor

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 11 December 2023 were submitted for approval as a correct record.

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

3 Revenue Budget Monitoring 2023/2024 – Clyde Valley Learning and Development Joint Committee

A report dated 15 January 2024 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 28 December 2023 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.

4 Update on Membership and Funding for the Clyde Valley Learning and Development Project for 2024/2025

A report dated 30 January 2024 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted providing an update on the membership and funding position for the Clyde Valley Learning and Development Project for the financial year 2024/2025.

At its meeting on 11 June 2018, the Joint Committee had approved a proposal to restructure the membership of the Project by creating 3 categories of membership which would be open to all full member and associate member councils.

Each member council would be required to pay a tariff based on its category of membership and a sliding scale linked to the number of persons it employed. Details of the membership categories and associated tariffs were provided in the report.

It had also been agreed that, as a minimum, 5 full member councils and a level of funding of £59,000 per annum would be required to maintain the viability of the Project.

At the time of writing the report, 5 full member and 9 current participating member councils had confirmed their intention to continue their membership of the Project in 2024/2025. East Dunbartonshire Council had since confirmed that it would remain a participating member.

There remained a commitment from member councils to sustain the work of the Project and to continue to realise the benefits of participation. On the basis that the Project was deemed to be viable based on confirmed income and balances to be carried forward, it was proposed that the membership categories and existing level of membership fees be retained. It was further proposed that the current minimum level of funding remain at the previously agreed level.

On the basis of the updated confirmed membership for 2024/2025, there would be a total income of £75,000 from membership fees, with £61,000 to be set aside for support and audit costs and the remaining £14,000 to be made available for use by the Project. Any unspent element of the funding would be transferred to the balance sheet for use in future years.

The Joint Committee decided:

- (1) that it be noted that the model of membership and funding for the Project remained viable;
- (2) that the previously agreed categories and level of membership fees, as detailed in the report, be retained for 2024/2025;
- (3) that the minimum level of funding to allow the continuation of the Project for 2024/2025 remain at the previously agreed level of £59,000;
- (4) that it be noted that 5 full member councils, the minimum number required in terms of the Minute of Agreement for the Clyde Valley Learning and Development Project, had confirmed their continued participation in the Project;
- (5) that it be noted that the current confirmed funding of £75,000 exceeded the agreed minimum level of funding by £16,000; and
- (6) that it be noted that, since the time of writing the report, East Dunbartonshire Council had confirmed its intention to remain a participating member council.

[Reference: Minutes of 27 February 2023 (Paragraph 5)]

5 Update on the 2023/2024 Audit of Clyde Valley Learning and Development Joint Committee

The Joint Committee considered the update on the 2023/2024 audit of the Clyde Valley Learning and Development Joint Committee, dated 26 January 2024, submitted by the Joint Committee's external auditors, Audit Scotland. The audit strategy update provided details on progress and provided information in relation to the following key audit matters:-

- ◆ risks
- ◆ audit fee
- ◆ audit timetable
- ◆ independence and objectivity

The Joint Committee decided: that the update be noted.

6 Clyde Valley Learning and Development Project – Progress and Activity of the Social Care Group

A report dated 23 January 2024 by the Project Manager of the Clyde Valley Learning and Development Group was submitted providing a summary and overview of the key activities and outcomes achieved by the Social Care Group over the previous year which included:-

- ◆ completion of the review of the Promoting Positive Behaviour (PPB) programme, commissioned by the PPB Strategic Governance Group, to safeguard its future by ensuring it continued to move with the times and addressed changes to Social Care policy
- ◆ addressing and implementing the review action plan, including implementing all the recommended programme content improvements
- ◆ endorsing a recommendation that the programme review continued as a dynamic process with the views of service users to be sought annually and continued consultation to be carried out over 2-yearly cycles
- ◆ significant work which had been undertaken by the Group and employees of member councils of the Clyde Valley Learning and Development Project to successfully establish and implement the PPB programme in Orkney Islands Council which was the first council outside the ownership of the programme to adopt PPB

The Joint Committee decided:

- (1) that it be noted that the recommended improvements to the Promoting Positive Behaviour (PPB) programme, identified in the review, had been implemented;
- (2) that it be noted that the PPB Strategic Governance Group had accepted and endorsed the recommendations of the review that further consultation should continue over 2-yearly cycles to dynamically integrate further feedback and recommendations; and
- (3) that it be noted that Orkney Islands Council had become the first council outside the owners of the programme to adopt PPB.

[Reference: Minutes of 27 February 2023 (Paragraph 9)]

Councillor McTaggart left the meeting after consideration of the above item of business

7 Clyde Valley Learning and Development Project – Progress and Activity of the e-Learning Group

A report dated 23 January 2024 by the Project Manager of the Clyde Valley Learning and Development Group was submitted providing a summary and overview of the key activities and outcomes achieved by the e-Learning Group over the previous year which included:-

- ◆ presentations from Group members focused on developing skills through demonstrating techniques, showcasing products and exploring new concepts which had covered the following subjects:-
 - ◆ Adobe Character Animator (creating animations) - Renfrewshire Council
 - ◆ VLOOKUP (improving Excel e-learning report summaries) - Perth and Kinross Council
 - ◆ Adapt and Page Tiger (content authoring and graphics) - North Lanarkshire Council
 - ◆ Vyond (animated video content) - South Lanarkshire Council
 - ◆ Tips and techniques to manage e-learning support calls - Scottish Borders Council
 - ◆ Artificial Intelligence (AI) tools (smart content development) - Renfrewshire Council
- ◆ the establishment of a short life Mandatory Training sub-group, led by Clackmannanshire Council, which had made the following progress:-
 - ◆ conducted a survey to establish how each council managed mandatory training
 - ◆ collated results to look for topics common to each council
 - ◆ identified subject areas for content analysis, with a view to sharing courses and updates
 - ◆ produced a Guidance Framework for use by councils to address standards, approvals, governance, accountability and monitoring
- ◆ the establishment of a short life Digital Exclusion sub-group, led by Renfrewshire Council, which had made the following progress:-
 - ◆ completion of a benchmarking exercise to establish the nature and complexity of digital exclusion
 - ◆ compiled information on approaches that had been tried or were currently in place to address the problem
 - ◆ barriers to access had been identified and collated under themes
 - ◆ tasks had been allocated to investigate means of overcoming these barriers either through shared existing practice or developing innovative ideas
 - ◆ online and desktop research conducted on how other councils, private sector, government and third sector had addressed the topic and identified successes and best practice
 - ◆ information gathered and shared on UK legislation and accessibility standards
 - ◆ new materials were being developed for multiple channel approach to induction, aimed at audiences with low levels of digital skills
 - ◆ compiled a library of case studies and digital inclusion reports from within and outside the Clyde Valley Learning and Development Group (CVLDG) where positive examples could guide the sub-group's recommendations
 - ◆ produced a generic paper for internal use by the e-Learning Group members to seek senior management support and commitment to addressing the problem and introduce some of the approaches that had been successful elsewhere

Both sub-groups would continue to progress their work and would present their conclusions and outputs to the e-Learning Group before sharing their reports and guidance with member councils.

Feedback from the e-Learning Group members' survey, carried out in 2023, showed how much each council valued the networking and support that the e-Learning Group provided and this continued to be demonstrated by the consistently strong attendance and high degree of interaction and participation at meetings. It was further demonstrated by the willingness of members of the Group to take ownership of tasks and contribute to achieving results.

The Joint Committee decided:

- (1) that it be noted that the e-Learning Group continued to function as an effective and productive network with high levels of participation and commitment;
- (2) that it be noted that Group members from 6 different councils had delivered a programme of skills development and best practice sharing which had contributed to capacity building in the field of e-Learning development; and
- (3) that it be noted that the e-Learning Group had identified making improvements to the delivery of mandatory training and reducing the impact of Digital Exclusion as priority topics for development and that good progress had been achieved.

8 Urgent Business

There were no items of urgent business.