

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 30 November 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)

Councillors' Apologies:

Glasgow City Council: Martin Rhodes and Paul Rooney (Substitute)
Renfrewshire Council: Jackie Henry and Stuart Clark (Substitute)
West Dunbartonshire Council: Michelle McGinty and John Mooney (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

Gerry Farrell, Project Manager
Margaret Quinn, Project Development Officer

Project Implementation Steering Group

Ceri Paterson, East Dunbartonshire Council
Pauline Cameron, East Renfrewshire Council
Vhairi Todd, Glasgow City Council
Carol Reid, Inverclyde Council
Pauline McCafferty, North Lanarkshire Council
Michael Moran and Simon Hall, Renfrewshire Council
Gill Bhatti, South Lanarkshire Council
Lorraine Mair, West Dunbartonshire Council

Convener's Opening Remarks

The Convener advised that this would be the last meeting of the Joint Committee that Michael Moran would be attending and, on behalf of the members of the Joint Committee, he thanked Mr Moran for his hard work and dedication to the Clyde Valley Learning and Development Project and wished him well in his new post.

The Convener advised that Simon Hall would be replacing Mr Moran as the representative of Renfrewshire Council on the Project Implementation Steering Group and, on behalf of the members of the Joint Committee, extended a welcome to Mr Hall.

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 8 June 2015 were submitted for approval as a correct record.

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

3 Minutes of Special Meeting

The minutes of the special meeting of the Clyde Valley Learning and Development Joint Committee held on 14 September 2015 were submitted for approval as a correct record.

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

4 Revenue Budget Monitoring 2015/2016

A report dated 16 November 2015 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 13 November 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 June 2015 (Paragraph 3)]

5 Meeting Arrangements - 2016/2017

A report dated 16 November 2015 by the Clerk to the Clyde Valley Learning and Development Joint Committee was submitted on arrangements for meetings of the Joint Committee for the financial year 2016/2017.

At its meeting held on 20 August 2012, the Joint Committee had agreed that its meetings should be held twice in a financial year. The meetings had traditionally been held on the first Monday of June and December or the closest available Monday, however, in line with the Local Authority Accounts (Scotland) Regulations 2014, the audited Statement of Accounts required to be approved by the Joint Committee for signature by the Treasurer by 30 September each year.

It was, therefore, proposed that arrangements be made to hold 3 meetings of the Joint Committee for the period up to 31 March 2017 as follows:-

- ◆ Monday 6 June 2016 at 2.00pm within South Lanarkshire Council Offices, Almada Street, Hamilton
- ◆ Monday 19 September 2016 at 2.00pm by conference call
- ◆ Monday 5 December 2016 at 2.00pm within South Lanarkshire Council Offices, Almada Street, Hamilton

The Joint Committee decided: that meetings of the Joint Committee for the financial year 2016/2017 be held at 2.00pm on the following dates:-

- ◆ Monday 6 June 2016
- ◆ Monday 19 September 2016
- ◆ Monday 5 December 2016

[Reference: Minutes of 20 August 2012 (Paragraph 8)]

6 Funding for the Clyde Valley Learning and Development Project for 2016/2017

A report dated 16 November 2015 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on progress made in terms of securing funding contributions from member councils to continue the work of the Project in 2016/2017.

The Clyde Valley Project Implementation Steering Group had agreed that the 2 tier funding model, with councils with larger budgets contributing £5,000 and those with smaller budgets contributing £3,000, be continued for 2016/2017.

The report confirmed that funding of £32,000 had been secured from the 8 member councils.

The Joint Committee decided: that it be noted that contributions amounting to £32,000 towards the funding of the Project for 2016/2017 had been secured from the 8 member councils.

[Reference: Minutes of 8 December 2014 (Paragraph 6)]

7 Clyde Valley Learning and Development Project - Delivery of Elementary Food Hygiene Training

A report dated 16 November 2015 by the Chair of the Clyde Valley Project Implementation Steering Group was submitted advising of the new model of delivery which had been developed for Elementary Food Hygiene Training.

Relevant employees were required to maintain and implement hygiene procedures based on the Hazard Analysis and Critical Control Pilot (HACCP) principles. Historically, member councils had provided traditional classroom based training which had been followed by an assessment. Employees retained their accreditation for a period of 3 years, following which, they were required to attend further classroom based training and complete another assessment. The curriculum was approved by the Royal Environmental Health Institute of Scotland (REHIS) and, on successful completion of the assessment, resulted in the achievement of the REHIS award for Elementary Food Hygiene.

Following a review of the delivery of the training and the continued suitability of the Elementary Food Hygiene award in terms of the needs of the client group, the Project Implementation Steering Group developed a proposal for the establishment of a bespoke and jointly branded award which would be awarded by REHIS and the Clyde Valley Learning and Development Group and certified by REHIS.

The benefits of the proposed new model of delivery included:-

- ◆ a new and more focused curriculum which, although still based on the HACCP principles, included contextual examples and was more closely tailored to the needs of the client group

- ◆ e-learning delivery which:-
 - ◆ removed the need to attend classroom based training
 - ◆ made the training accessible at a time and place that suited the learner and could be broken down into manageable learning sessions
 - ◆ allowed learners to access the e-learning modules directly from a location that suited them
 - ◆ allowed for randomised tests to be provided for each employee on completion of the modules

Although the e-learning delivery would enable a more flexible approach, supervised sessions would be made available to learners who required support when undertaking the training.

In October 2015, the REHIS Board had approved the proposed new model of delivery for Elementary Food Hygiene Training and noted that it would be the first qualification jointly approved by REHIS to be delivered by e-learning.

The course content, administration procedures and the design of the course certificates were being finalised and, subject to the agreement of REHIS, it was anticipated that the new course would be ready for delivery by January 2016.

In response to a question from the Vice Convener, the Project Manager advised that the new delivery model would be subject to evaluation.

The Joint Committee decided:

- (1) that the new model of delivery for Elementary Food Hygiene Training, which had been developed and approved in consultation with the Royal Environmental Health Institute of Scotland, be noted; and
- (2) that it be noted that the new model of delivery was the first qualification approved jointly by the Royal Environmental Health Institute of Scotland and a partner organisation to be delivered through e-learning.

[Reference: Minutes of 14 June 2010 (Paragraph 7)]

8 Clyde Valley Learning and Development Project - Progress with the 2015/2016 Work Plan

A report dated 16 November 2015 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on progress achieved in relation to priority areas identified in the forward work plan for 2015/2016.

Groups had been established, with representation from the appropriate member councils, and details of the business cases, recommended models for delivery and benefits in terms of transformational change in relation to the following priority areas were provided in the report:-

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

A presentation was made by P Cameron, L Mair and C Paterson on agile working which covered:-

- ◆ what was meant by agile working – the term used to describe “how” and “where” employees worked during their working day to allow them to increase productivity and improve service delivery
- ◆ why agile working was being introduced
- ◆ the workplace of the future
- ◆ employee behaviours
- ◆ employee wellbeing
- ◆ performance
- ◆ culture
- ◆ demographics

The Joint Committee decided:

- (1) that the progress made in delivering the business case for each of the priority areas identified in the work plan for 2015/2016 be noted; and
- (2) that it be noted that the recommendations and proposed delivery models detailed in the report would add significant value to the member councils in delivering transformational change.

[Reference: Minutes of 8 June 2015 (Paragraph 5)]

9 Urgent Business

There were no items of urgent business.