

## CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 14 June 2010

### Convenor:

Councillor Denis McKenna, South Lanarkshire Council

### Councillors Present:

East Renfrewshire: Alan Lafferty  
Inverclyde: Iain McKenzie  
North Lanarkshire: Jean Jones

### Councillors' Apologies:

East Dunbartonshire: Jim Gibbons and Rhondda Geekie (Substitute)  
Glasgow City: Stephen Curran and Jean McFadden (Substitute)  
Renfrewshire: Lorraine Cameron and James McQuade (Substitute)  
West Dunbartonshire: Jonathan McColl and Patrick McGlinchey (Substitute)

### Attending:

#### Clerk's Office

Robert McIlwain, Clerk; 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

Leeanne Galasso, East Dunbartonshire Council  
Pauline Cameron, East Renfrewshire Council  
Vhairi Todd, Glasgow City Council  
Carol Reid, Inverclyde Council  
Michael Moran, Renfrewshire Council  
Gill Bhatti, Chair of Clyde Valley Learning and Development Project Implementation Steering Group, South Lanarkshire Council

### Also Attending:

Pauline McCafferty, Senior Training Officer, North Lanarkshire Council  
Fiona McLeod, Organisational Development Adviser, Renfrewshire Council

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## 1 Declaration of Interests

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No interests were declared.

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## 2 Minutes of Previous Meeting

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The minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 1 March 2010 were submitted for approval as a correct record.

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

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### **3 Revenue Budget Monitoring 2010/2011 - Clyde Valley Learning and Development Joint Committee**

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A report dated 1 June 2010 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 1 April 2010 against budgeted expenditure for the Clyde Valley Learning and Development Joint Committee's revenue budget, together with a forecast for the year to 31 March 2011.

**The Joint Committee decided:**

- (1) that the expenditure on the Revenue Budget of £0.040 million be noted; and
- (2) that the forecast of a breakeven position at 31 March 2011 be noted.

*[Reference: Minutes of 1 March 2010 (Paragraph 3)]*

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### **4 2009/2010 Annual Accounts for the Clyde Valley Learning and Development Joint Committee**

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A report dated 27 May 2010 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the final Accounts of the Joint Committee for the year ending 31 March 2010.

The Annual Report and Accounts, attached as an appendix to the report, detailed the revenue account and balance sheet to 31 March 2010 for the Joint Committee. The Accounts showed that the Joint Committee's total revenue expenditure had amounted to £0.268 million in 2009/2010 and had been met by other income of £0.268 million resulting in a breakeven position.

The Accounts had been passed to the external auditor for consideration.

**The Joint Committee decided:** that the Annual Report and Accounts for the Joint Committee for year ended 31 March 2010 be approved.

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### **5 Clyde Valley Learning and Development Project - Associate Membership**

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A report dated 27 May 2010 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 Convenor, in terms of the Scheme of Delegation, to introduce Edinburgh City Council, Falkirk Council and the Scottish Local Authority Improvement Service as Associate Members of the Clyde Valley Learning and Development Project.

Both Edinburgh City Council and Falkirk Council 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. The Scottish Local Authority Improvement Service had requested that it be considered for Associate Membership as it wished to demonstrate its support for the Clyde Valley Learning and Development Project's strategy and approach to e-learning.

In view of the fact that all 3 organisations wanted to be involved at an early stage of the e-learning contract and to make their budgetary commitments at the beginning of the financial year, the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group, in consultation with the Convenor, 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 Convenor, in accepting Edinburgh City Council, Falkirk Council and the Scottish Local Authority Improvement Service as Associate Members of the Clyde Valley Learning and Development Project, be noted.

*[Reference: Minutes of 1 March 2010 (Paragraph 4)]*

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## **6 Clyde Valley Learning and Development Project - Shared Services Update - Phases 2 and 3**

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A report dated 1 June 2010 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on progress achieved in the various work areas identified in Phases 2 and 3 of the Clyde Valley Learning and Development Project.

Progress in relation to Phase 2 of the training was summarised for the following areas:-

- ◆ development of e-learning and associated infrastructure
- ◆ Accredited First Line Management Training
- ◆ social care training
- ◆ equality and diversity training

Progress in relation to Phase 3 of the training was summarised for the following areas:-

- ◆ procurement protocol
- ◆ performance management
- ◆ learning and development in education

**The Joint Committee decided:** that the progress achieved to date in relation to Phases 2 and 3 of the Project be noted.

*[Reference: Minutes of 1 March 2010 (Paragraph 6)]*

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## **7 Clyde Valley Learning and Development Project - Shared Services in Social Care**

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A report dated 1 June 2010 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on progress in relation to the Clyde Valley Social Care Training agenda.

Progress was summarised for the following areas:-

- ◆ framework contract for moving and assisting training and Royal Environmental Health Institute Scotland (REHIS) food hygiene training
- ◆ anti-racist training

The Social Care Sub-group had submitted a business case and action plan to generate savings in the following areas to the Clyde Valley Health and Social Care Collaborative Group on 26 May 2010:-

- ◆ behaviour management training
- ◆ delivery of Scottish Vocational Qualifications (SVQs)
- ◆ basic awareness training in protection

An exercise to establish current training budgets and training priorities for each partner organisation had been undertaken. However, this had not yet been completed due to the number of devolved budgets in the health sector. The training priorities identified for 2010/2011 were as follows:-

- ◆ child and adult protection
- ◆ registration/delivery of SVQs
- ◆ behaviour management
- ◆ post registration requirements and statutory duties
- ◆ addiction
- ◆ leadership and management
- ◆ delivering local and strategic objectives

**The Joint Committee decided:**

- (1) that the progress in relation to moving and assisting training and Royal Environmental Health Institute Scotland (REHIS) food hygiene training be noted;
- (2) that the progress of the Social Care Sub-group be noted; and
- (3) that the progress in relation to ant-racist training be noted.

*[Reference: Minutes of 1 March 2010 (Paragraph 7)]*

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## **8 Demonstration of e-Learning Courses Developed on the Brightwave BILD Platform by Clyde Valley Councils**

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Demonstrations of the following e-Learning courses which had been developed on the Brightwave BILD platform were provided:-

- ◆ Management Development Programme – Reflective Log – North Lanarkshire Council
- ◆ Chartered Management Institute (CMI) Qualifications for Managers and Team Leaders – Renfrewshire Council

**The Joint Committee decided:** that the demonstrations be noted.

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## **9 Urgent Business**

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There were no items of urgent business.