

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 4 December 2017

Convener:

Councillor Katy Loudon, South Lanarkshire Council

Councillors Present:

East Dunbartonshire Council:	Jim Gibbons (Vice Convener after item 2)
East Renfrewshire Council:	Colm Merrick
Glasgow City Council:	Richard Bell
Inverclyde Council:	Martin Brennan
North Lanarkshire Council:	Angela Campbell

Councillors' Apologies:

Renfrewshire Council:	Jim Paterson and Lorraine Cameron (Substitute)
West Dunbartonshire Council:	Karen Conaghan and Caroline McAllister (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

Rosemary Workman, East Dunbartonshire Council

Pauline Cameron, East Renfrewshire Council

Vhairi Todd, Glasgow City Council

Pauline McCafferty, North Lanarkshire Council

Simon Hall and Lenore Robson, Renfrewshire Council

Gill Bhatti (Chair), South Lanarkshire Council

Also Attending:

Tony Mackie, Principal Officer, Learning and Development, Glasgow City Council

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 28 August 2017 were submitted for approval as a correct record.

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

3 Position of Vice Convener

The Joint Committee decided: that Councillor Jim Gibbons, East Dunbartonshire Council be appointed as the Vice Convener of the Joint Committee.

4 Revenue Budget Monitoring 2017/2018 - Clyde Valley Learning and Development Joint Committee

A report dated 13 November 2017 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 10 November 2017 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 28 August 2017 (Paragraph 10)]

5 The Future and Funding for the Clyde Valley Learning and Development Project for 2018/2019

A report dated 10 November 2017 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on the:-

- ◆ current benefits delivered by the Clyde Valley Learning and Development Project
- ◆ requirement to agree a sustainable funding model to the mutual satisfaction of all member councils

Following a decision regarding funding taken by the Joint Committee on 14 March 2011, the Project had continued to be funded through annual contributions from member councils, as detailed in the report, with the remaining operating costs being underwritten by South Lanarkshire Council. In addition to the funding, the Project's model of delivery relied heavily on contributions of time from officers of the member councils to develop and share the various outputs from the Project.

The member councils were under unprecedented budgetary pressures and it was in that context that the funding and delivery model of the Project required to be reviewed. Member councils were considering whether the Project continued to provide value for money and appropriate outcomes and benefits. Details of the extensive benefits for member councils were outlined in the report.

A key principle of the Project was the sharing of benefits and outcomes achieved with other local authorities and this had primarily been achieved through associate membership of the Project. To date, associate member councils had not contributed financially to the Project.

The e-Learning Sub-group had consulted the member councils and the majority of the associate member councils regarding its intention to exercise the option of extending the contract with Brightwave Limited for the provision of an e-Learning Service. To date, responses had been received from 11 councils and the Improvement Service, with 4 confirming that they would prefer to exercise the option to extend the contract beyond 1 August 2018. Associate member councils had also been asked if they would be willing to make a financial contribution to the ongoing costs of the Project and no positive responses had been received.

In order to determine the future arrangements for the Project, it was proposed that the Project Implementation Steering Group submit a report to the next meeting of the Joint Committee for further consideration on options to:-

- ◆ maintain the existing funding structure of member council contributions, with the remaining costs being absorbed by the lead authority (South Lanarkshire Council)
- ◆ maintain the existing funding structure of member council contributions, with the remaining costs being absorbed by the lead authority, however, each member council taking a turn in rotation to be the lead authority
- ◆ augment the existing contribution level from member councils by requesting an annual membership contribution from the associate member councils
- ◆ increase the annual contribution from member councils by an agreed level
- ◆ augment the corporate contribution from member councils to reflect the fact that many of the Project's benefits were focused on the Health and Social Care agenda by requesting match funding from the Health and Social Care Partnerships which could increase the overall annual contribution to the Project to £64,000
- ◆ reform the Clyde Valley Project with a reduced structure and scope
- ◆ disband the Clyde Valley Project with the consequential impacts on existing training models and contracts

In response to a question from Councillor Merrick, the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group advised that no member councils had indicated that they did not want to extend the contract with Brightwave Limited.

In response to a question from Councillor Gibbons, the Chair of the Project Implementation Steering Group advised that she would further pursue the option of associate member councils contributing to the ongoing costs of the Project.

The Joint Committee decided:

- (1) that the continued benefits realised by the Clyde Valley Learning and Development Project be noted;
- (2) that the Project Implementation Steering Group be tasked with reviewing options for the continued sustainable funding for the Project;
- (3) that consideration be given to the balance of Project work between corporate initiatives and the Health and Social Care agenda; and
- (4) that the current level of member council financial contributions be agreed as a minimum for 2018/2019.

[Reference: Minutes of 5 December 2016 (Paragraph 4)]

6 Clyde Valley Learning and Development Project - Ownership and Use of the Promoting Positive Behaviour Programme

A report dated 9 November 2017 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on the:-

- ◆ proposed Minute of Agreement (MoA) for the Promoting Positive Behaviour (PPB) training programme
- ◆ proposal to authorise associate member councils and third parties to use the PPB training programme under licence from the Promoting Positive Behaviour Governance Group

The PPB training programme was a complex project which was developed, owned, managed, resourced, delivered and quality assured by the member councils of the Clyde Valley Learning and Development Project. In order to maintain a high degree of scrutiny and monitoring, a 3 tiered governance structure had been developed. Furthermore, following discussions with South Lanarkshire Council's Administration and Legal Services, the Clyde Valley Learning and Development Group had developed a Minute of Agreement (MoA) related specifically to the PPB training programme, a copy of which was attached as Appendix 1 to the report. The benefits of the MoA included:-

- ◆ protection of the programme's intellectual property
- ◆ clearly established ownership of the programme's training content
- ◆ reduced likelihood of any liability being raised against member councils due to the inclusion of the programme's governance arrangements

The continued success of the PPB training programme had resulted in requests from non-member councils to use the programme, however, it had been agreed to decline such requests until ownership of the programme had been formalised via an MoA. The PPB Governance Group had proposed that associate member councils and third parties be allowed to deliver the programme under licence. Following discussion with South Lanarkshire Council's Administration and Legal Services, it had been proposed that this could be achieved through a letter of licence authorising the use of the programme, subject to meeting the defined governance arrangements, for a fixed term period. The proposed letter of licence was included in the Schedule of the MoA attached as Appendix 1 to the report.

In response to a question from Councillor Bell, the Project Manager advised that there were no plans to charge associate member councils and third parties to use the programme under licence as there were potential liability issues for member councils. He added that further legal advice could be sought regarding protection for the member councils if charges were introduced. The Chair of the Project Implementation Steering Group added that the issue of charging would be included in the wider considerations regarding future funding of the Project which would be reported back to the next meeting of the Joint Committee.

The Joint Committee decided:

- (1) that the Promoting Positive Behaviour Minute of Agreement, which had been developed by the Clyde Valley Learning and Development Group to protect and delineate the ownership of the Promoting Positive Behaviour training programme, be approved;
- (2) that the Promoting Positive Behaviour Minute of Agreement be signed by representatives of the 8 Clyde Valley member councils; and
- (3) that the letter of licence contained in the Schedule to the Minute of Agreement be approved to permit other councils to use the PPB training programme, subject to authorisation by the Promoting Positive Behaviour Governance Group.

[Reference: Minutes of 5 December 2016 (Paragraph 6)]

7 Clyde Valley Learning and Development Project - Evaluation and Validation of Promoting Positive Behaviour Programme

A report dated 10 November 2017 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted:-

- ◆ on proposals to commission an evaluation of the impact of the Promoting Positive Behaviour (PPB) training programme on service delivery

- ◆ advising of the quality assurance and risk assessment analysis of the physical interventions contained within the PPB training programme

The generally accepted evaluation model used in the context of learning and development was the Kirkpatrick Model which considered the value of training in terms of the following 4 levels:-

- ◆ immediate reaction
- ◆ achievement of learning outcomes
- ◆ impact on practice
- ◆ service delivery outcomes and benefits

Course evaluations had been carried out through post event questionnaires following the delivery of each course, both for train-the-trainer and for employee training, and feedback had been overwhelmingly positive, with over 90% of responses indicating that the course fulfilled learner expectations and met the agreed learning outcomes.

Evaluation took place during the courses when participants' knowledge of the course content, including the ability to carry out the physical interventions, was assessed by the trainers/tutors. Additional learner feedback from course participants had also been gathered through a focus group approach at the annual development seminars run by the Clyde Valley Social Care Sub-group. The questionnaires, assessments and additional learner feedback provided evaluation information at the first and second levels of the Kirkpatrick Model.

Due to the complexity of linking the subject matter being taught to the behavioural impact demonstrated through changes in practice and, thereafter, to the outcomes and benefits achieved for the service, it had been proposed by the PPB Governance Board that evaluation at levels 3 and 4 be carried out by an external provider with the relevant expertise.

When developing the PPB training programme, the physical intervention elements of the programme had been risk assessed by Robert Gordon University. The PPB Governance Group had agreed that the quality assurance and validation of the programme would be reviewed on a regular basis to ensure that the risk assessments remained current and up-to-date. The validation of the physical intervention elements was critical to the success of the programme and Robert Gordon University had again been appointed to risk assess each physical intervention from the perspective of the service user and the person carrying out the intervention, and to produce a report containing risk assessments for each physical intervention.

It was anticipated that the fee of £1,100 for Robert Gordon University to carry out the validation exercise and the cost of the evaluation exercise would be met from existing Project funds.

The Joint Committee decided:

- (1) that an external provider with the relevant expertise be appointed to evaluate the impact of the Promoting Positive Behaviour model on service delivery; and
- (2) that it be noted that Robert Gordon University had been commissioned to carry out a quality assurance and risk assessment of the physical intervention aspects of the Promoting Positive Behaviour programme.

[Reference: Minutes of 5 December 2016 (Paragraph 6)]

8 Meeting Arrangements - 2018/2019

A report dated 14 November 2017 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 2018/2019.

At its meeting held on 30 November 2015, the Joint Committee had agreed that its meetings should be held 3 times in a financial year.

It was, therefore, proposed that arrangements be made to hold 3 meetings of the Joint Committee for the period up to 31 March 2019 as follows:-

- ◆ Monday 11 June 2018 at 2.00pm within South Lanarkshire Council Offices, Almada Street, Hamilton
- ◆ Monday 10 September 2018 at 2.00pm by conference call
- ◆ Monday 10 December 2018 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 2018/2019 be held at 2.00pm on the following dates:-

- ◆ Monday 11 June 2018
- ◆ Monday 10 September 2018
- ◆ Monday 10 December 2018

[Reference: Minutes of 30 November 2015 (Paragraph 5)]

9 Current Trends of e-Learning

S Hall gave a presentation on the trend within e-Learning to develop training which was tailored for employee groups and included short and sharp content which was specific to employees' roles.

S Hall advised that:-

- ◆ the training used authentic videos and images of people within the same organisation and used genuine case studies which were contextualised in relation to the roles of the employees who were undertaking the training
- ◆ employees worked their way through case studies and were given choices as they progressed
- ◆ once employees had provided an answer to a multiple choice question, the consequences of each choice were outlined
- ◆ all member councils had the suitable technology and were able to develop appropriate content

As part of the presentation, selected content from the following South Lanarkshire Council modules was shown to members:-

- ◆ What to Expect from the new General Data Protection Regulation
- ◆ Sustainable Development
- ◆ Maximising Attendance - Lily's Story

The Convener thanked S Hall for his presentation.

The Joint Committee decided: that the presentation be noted.

10 Urgent Business

There were no items of urgent business.

Convener's Closing Remarks

The Convener extended the compliments of the season to all members and officials present.