

# Report

Report to:	<b>Clyde Valley Learning and Development Joint Committee</b>
Date of Meeting:	<b>28 August 2017</b>
Report by:	<b>Chair of Clyde Valley Learning and Development Project Implementation Group</b>

Subject:	<b>Clyde Valley Learning and Development Project - Shared Services Roles and Responsibilities</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ outline the distinct roles and responsibilities of all the key stakeholders associated with the Clyde Valley Learning and Development Project

## 2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that the large range of stakeholders involved in the delivery of the Clyde Valley Learning and Development Project be noted; and
- (2) that the distinction between the roles and responsibilities of each of the stakeholder groups be noted.

## 3. Background

3.1. The Clyde Valley Learning and Development Joint Committee (CVLDJC) is a formal structure comprising elected members from each of the partner Councils, and which has full responsibility for the governance of the Project. There are, however, a range of other individuals and groups who have a stake in the Clyde Valley Project and who have distinct roles and responsibilities. This report provides members of the Joint Committee with an overview of the other structures and individuals supporting the work of the Clyde Valley Project.

## 4. Roles and Responsibilities

4.1. The following groups and individuals are the principal stakeholders in the Clyde Valley Learning and Development Project.

4.2. The main roles and responsibilities for each stakeholder group are as follows.

### 4.2.1 Joint Committee

The Joint Committee is entirely made up of elected members representing each of the participating authorities. The original participating authorities are:

- |                               |                               |
|-------------------------------|-------------------------------|
| ◆ South Lanarkshire Council   | ◆ Inverclyde Council          |
| ◆ East Dunbartonshire Council | ◆ North Lanarkshire Council   |
| ◆ East Renfrewshire Council   | ◆ Renfrewshire Council        |
| ◆ Glasgow City Council        | ◆ West Dunbartonshire Council |

The primary role of the Joint Committee is to oversee the governance of the Project. This involves:-

- ◆ approval of the work plan
- ◆ ensuring financial probity
- ◆ approval of specific recommendations in relation to each project subject area
- ◆ monitoring progress against the work plan

#### 4.2.2 Clerk to the Joint Committee

The Clerk supports the Joint Committee by providing the following services:-

- ◆ secretariat and minute taking at the meetings
- ◆ distributing papers, agendas and minutes in advance of meetings
- ◆ advice on procedural matters such as the Standing Orders and terms of reference

#### 4.2.3 Project Implementation Steering Group

The Project Implementation Steering Group is an officer group with representatives from each of the participating authorities. The Chair of the officers' group is the Employee Development and Diversity Manager from South Lanarkshire Council. The role of Steering Group members is:-

- ◆ attending the Joint Committee
- ◆ advising members of the Joint Committee on all aspects of the Project
- ◆ co-ordinating all actions in relation to the Project work plan
- ◆ representing individual Council's interests and views on the Group
- ◆ acting as advocates for the Project within respective Councils
- ◆ facilitating the work of the Group and its implications within each respective Council
- ◆ liaising with senior officers as required regarding maintaining commitment to the Project
- ◆ establishing relevant networks for each aspect of the Project, e.g. e-learning network
- ◆ representing the Clyde Valley Group at meetings of interested parties
- ◆ taking appropriate decisions on methodologies and making recommendations as appropriate to the Joint Committee
- ◆ gathering and monitoring data on progress

#### 4.2.4 Project Manager

The post of Project Manager for the Clyde Valley Project has been established since October 2007. The role of the Project Manager is to:-

- ◆ plan, initiate and co-ordinate delivery, and to evaluate the Project in all its stages
- ◆ manage seconded staff involved in project management and implementation of specific aspects of the projects
- ◆ schedule the work plan
- ◆ evaluate resource requirements for delivery
- ◆ track risk, issues and change requirement logs and report accordingly
- ◆ report on progress
- ◆ co-ordinate tasks for implementation sub groups
- ◆ ensure business case for change is developed for each subject area
- ◆ provide information on outcomes and benefits accrued
- ◆ represent the Clyde Valley Group at meetings of interested parties
- ◆ monitor the budget

#### 4.2.5 **Project Staff (Secondees)**

In order to take the Project forward, it is occasionally necessary to second staff from member Councils to implement various aspects of the Project. Project staff seconded from member councils are responsible for the following:-

- ◆ project manage specific subject areas
- ◆ manage meetings of relevant stakeholders representing each council
- ◆ develop solutions for subject area under review
- ◆ schedule implementation work plan for subject area
- ◆ monitor and track progress
- ◆ gather and retain data on outcomes and benefits
- ◆ provide information on progress against workplan

#### 4.2.6 **Treasurer**

As always, it is important that we manage the Project budget effectively. For this reason, a senior finance officer from South Lanarkshire Council has been appointed as Treasurer. The Treasurer is responsible for:-

- ◆ ensuring the appropriate financial regulations are applied in all the Group's transactions
- ◆ establishing and managing project accounts
- ◆ ensuring proper procurement rules are adhered to
- ◆ monitoring financial transactions associated with the Project

#### 4.2.7 **Associate Members**

Over time, there have been requests for other Councils, outwith the Clyde Valley Group, or other public sector organisations, to join the Clyde Valley Project for a particular workstream. This has been primarily associated with workstreams where there is a benefit from economies of scale in procurement, such as the procurement of our online Learning Management solution. Associate membership is agreed through the Joint Committee. The current list of associate members includes the following Councils:-

- |                                 |                            |
|---------------------------------|----------------------------|
| ◆ Aberdeen City Council         | ◆ Falkirk Council          |
| ◆ Angus Council                 | ◆ Highland Council         |
| ◆ Argyll and Bute Council       | ◆ Midlothian Council       |
| ◆ Clackmannanshire Council      | ◆ Moray Council            |
| ◆ Dumfries and Galloway Council | ◆ North Ayrshire Council   |
| ◆ Dundee City Council           | ◆ Orkney Council           |
| ◆ Edinburgh City Council        | ◆ Scottish Borders Council |
| ◆ East Ayrshire Council         | ◆ Shetland Council         |
| ◆ East Lothian Council          | ◆ South Ayrshire Council   |

### 5. **Employee Implications**

- 5.1. Members of the Project Implementation Steering Group, as employees of the respective member Councils, must assume their responsibilities in tandem with their existing Council roles.

### 6. **Financial Implications**

- 6.1. The contributions from member Councils currently amount to £32,000 per annum. This is reviewed regularly to ensure it covers outgoings.

## **7. Other Implications**

- 7.1. The support of all stakeholders in the Clyde Valley Learning and Development Project is required to ensure its continued success.
- 7.2. There are no implications for sustainability in terms of the information contained in this report

## **8. Equality Impact Assessment and Consultation Arrangements**

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

**Gill Bhatti**

**Chair, Clyde Valley Learning and Development Project Implementation Steering Group**

14 August 2017

### **Previous References**

- ◆ None

### **List of Background Papers**

- ◆ Clyde Valley EGF Training Bid
- ◆ NBSS Clyde Valley Consortium Submission November 2006
- ◆ NBSS Clyde Valley Consortium – Secondary Paper December 2006

### **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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