

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 13 December 2010

Convener:

Councillor Denis McKenna, South Lanarkshire Council

Councillors Present:

East Dunbartonshire:	Jim Gibbons
East Renfrewshire:	Alan Lafferty
Glasgow City:	Paul Rooney
North Lanarkshire:	Bob Chadha
Inverclyde:	Iain McKenzie

Councillors' Apologies:

North Lanarkshire:	Jean Jones
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

Pauline Cameron, East Renfrewshire Council
Sharon McKechnie, Glasgow City Council
Heather Liddle, North Lanarkshire Council
Michael Moran, Renfrewshire Council
Gill Bhatti, Chair of Clyde Valley Learning and Development Project Implementation Steering Group, South Lanarkshire Council

Also Attending:

Anne Connolly, Programme Support Team, Clyde Valley Review

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 13 September 2010 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 2010/2011 - Clyde Valley Learning and Development Joint Committee

A report dated 23 November 2010 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 29 October 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 £0.165 million be noted; and
- (2) that the forecast of a breakeven position at 31 March 2011 be noted.

[Reference: Minutes of 13 September 2010 (Paragraph 3)]

4 Certified Annual Accounts 2009/2010 and External Auditor's Report to the Joint Committee

A report dated 15 November 2010 by the Treasurer to the Joint Committee was submitted on the certified Annual Accounts 2009/2010 and the Annual Report to Members and the Controller of Audit.

The Annual Report and Accounts for the Joint Committee for 2009/2010 had been approved at the meeting held on 14 June 2010. The Accounts had since been passed to the external auditor, PricewaterhouseCoopers LLP, who had provided a clear audit certificate with no qualifications on the Joint Committee's Accounts.

The auditor had prepared an Annual Report to Members and the Controller of Audit, attached as an appendix to the report, which covered the 2009/2010 financial statements and related matters.

The Accounts would be advertised as being available to the general public in Finance Services, Floor 4, South Lanarkshire Council Offices, Almada Street, Hamilton.

The Joint Committee decided:

- (1) that the certified Annual Accounts for the Joint Committee for 2009/2010 be adopted;
- (2) that the Annual Report to Members and the Controller of Audit, attached as an appendix to the report, be noted; and
- (3) that the arrangements made to advertise the Accounts as being available to the general public in Finance Services, Floor 4, South Lanarkshire Council Offices, Almada Street, Hamilton be noted.

[Reference: Minutes of 13 September 2010 (Paragraph 4)]

5 Future Funding for the Clyde Valley Learning and Development Project

A report dated 25 November 2010 by the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group was submitted on proposals for future funding contributions from Member and Associate Member councils in order to continue the work of the Project.

Following a successful bid to the National Board for Shared Services, the Efficiency and Reform Fund (ERF) awarded a one-off grant of £560,000 to the Clyde Valley Learning and Development Project in 2007.

Approximately £220,000 of this grant had been used to purchase the Brightwave LMS platform. In addition, funding had also been used to:-

- ◆ support the development of Clyde Valley initiatives
- ◆ deliver programmes
- ◆ fund administrative charges for accounting and audit purposes
- ◆ fund the management of the Project including the secondment of Project staff

Currently, the costs associated with delivering the Project were approximately £86,000 per annum and it was evident that the existing funding source would not sustain the running costs of the Project beyond March 2011.

Additional funding was required and the Project Implementation Steering Group had proposed a number of future funding options, detailed in the report and appendix, for further consideration. It was proposed that members of the Joint Committee and the Project Implementation Steering Group seek the support of their respective councils and Associate Member councils to contribute to the future running costs of the Project.

Councillor Lafferty commented on the positive achievements made to date and expressed the hope that the future work of the Project would not be jeopardised due to insufficient funding. On the basis that the sums of money involved were relatively small, he encouraged Member and Associate Member Councils to consider the benefits of continuing to fund the Project.

The Joint Committee decided:

- (1) that efforts be made to continue the work of the Clyde Valley Learning and Development Project through securing funds to cover future running costs; and
- (2) that members of the Joint Committee and the Project Implementation Steering Group seek the support of their respective councils and Associate Member Councils to contribute to the future running costs of the Project.

6 Clyde Valley Learning and Development Project - Associate Membership

A report dated 23 November 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 Convener, in terms of the Scheme of Delegation, to introduce Angus, Argyll and Bute and Dundee City Councils as Associate Members of the Clyde Valley Learning and Development Project.

Angus, Argyll and Bute and Dundee City Councils 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.

In view of the fact that the 3 councils wanted to be involved at an early stage of the e-learning contract, the Chair of the Clyde Valley Learning and Development Project Implementation Steering Group, in consultation with the Convener, 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 Convener, in accepting Angus, Argyll and Bute and Dundee City Councils as Associate Members of the Clyde Valley Learning and Development Project, be noted.

[Reference: Minutes of 13 September 2010 (Paragraph 5)]

7 Clyde Valley Learning and Development Project - Shared Services Update Phases 2 and 3

A report dated 25 November 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
- ◆ social care training
 - ◆ SVQ provision in health and social care
 - ◆ behaviour management training
 - ◆ development of e-learning for health and social care

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 13 September 2010 (Paragraph 6)]

8 Meeting Arrangements - 2011/2012

A report dated 3 December 2010 by the Clerk to the Joint Committee was submitted on arrangements for meetings of the Joint Committee for the financial year 2011/2012.

The Joint Committee decided: that meetings of the Joint Committee be held at 2.00pm in South Lanarkshire Council Offices, Almada Street, Hamilton on the following dates:-

- ◆ Monday 13 June 2011
- ◆ Monday 12 September 2011
- ◆ Monday 12 December 2011
- ◆ Monday 12 March 2012

9 Shared Services in the Clyde Valley

A presentation was made by A Connolly, Programme Support Team, Clyde Valley Review on the review of shared services in the Clyde Valley which provided details on:-

- ◆ the background to the review
- ◆ the focus of the review
- ◆ development of the following outline business cases:-
 - ◆ Integrated Waste Management
 - ◆ Social Transport and Fleet Management
 - ◆ Integrated Health and Social Care
 - ◆ Joint Approach to Support Services
- ◆ learning and development
- ◆ future action

The Joint Committee decided: that the presentation be noted.

10 Urgent Business

There were no items of urgent business.