

**CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE**

Minutes of meeting held in Committee Room 2, South Lanarkshire Council Offices, Almada Street, Hamilton on 13 September 2010

**Convenor:**

Councillor Denis McKenna, South Lanarkshire Council

**Councillors Present:**

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

**Councillors' Apologies:**

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; Gordon Bow, Administration Adviser, 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

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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 14 June 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 18 August 2010 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 6 August 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 £0.115 million be noted; and
- (2) that the forecast of a breakeven position at 31 March 2011 be noted.

*[Reference: Minutes of 14 June 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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The Finance Adviser intimated that the 2009/2010 Annual Accounts had received a clear audit certificate from PriceWaterhouseCoopers (PWC). It was highlighted that a copy of the signed accounts would be provided by PWC in due course.

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

*[Reference: Minutes of 14 June 2010 (Paragraph 4)]*

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

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A report dated 30 August 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 Highland Council and Strathclyde Fire and Rescue as Associate Members of the Clyde Valley Learning and Development Project.

Both Highland Council and Strathclyde Fire and Rescue 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 both organisations 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 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 Highland Council and Strathclyde Fire and Rescue as Associate Members of the Clyde Valley Learning and Development Project, be noted.

*[Reference: Minutes of 14 June 2010 (Paragraph 5)]*

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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 30 August 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

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 Project Manager advised that certain matters were still outstanding in relation to the procurement protocol and proposed that, once those had been clarified, the Chair of the Project Implementation Steering Group be authorised to adopt the protocol.

### **The Joint Committee decided:**

- (1) that the progress achieved to date in relation to Phases 2 and 3 of the Project be noted; and
- (2) that the Chair of the Project Implementation Steering Group be authorised to adopt the procurement protocol once the outstanding matters had been clarified.

*[Reference: Minutes of 14 June 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 31 August 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.

The review of shared services in the Clyde Valley, undertaken by Sir John Arbutnott, had led to the establishment of a number of review groups which were looking at generating savings to the Clyde Valley through a variety of workstreams. The social care and health agenda was being led by Renfrewshire Council and the Clyde Valley Learning and Development Social Care Sub-group had been invited to contribute to this work by developing a business case for achieving savings in the field of learning and development.

As a result of this request, the Social Care Sub-group had developed the following proposals:-

- ◆ **Delivery of Scottish Vocational Qualifications (SVQs)** - The Clyde Valley Group would consolidate the SQA Accredited Centre management and administration to establish a single Clyde Valley SVQ Centre. Primary analysis of projected savings generated by the creation of the Centre suggested an initial saving of some £104,000. This figure was based on the assumption that all Clyde Valley members would sign up to delivery through the Centre.

- ◆ **Behaviour Management** – In the short-term, negotiations would be held with existing Behaviour Management training providers to allow joint purchase and delivery of the training by members of the Clyde Valley Group.

The medium-term objective would be to develop a common and bespoke Clyde Valley model. Preliminary discussions with the Scottish Qualifications Authority (SQA) had taken place on 1 September 2010. On the basis of those discussions, the Sub-group would produce a detailed proposal with projected timescales and resource implications for consideration by the Clyde Valley Integrated Health and Social Care Collaboration Group.

- ◆ **Basic Awareness Training in Protection** - All employees within the Clyde Valley would be provided with basic awareness training in protection via e-learning.

Development work was underway on producing e-learning course materials and, subject to approval, it was anticipated that a final course would be ready for testing by late October 2010.

In addition, discussions had taken place with NHS Lanarkshire and the Social Care Sub-group to investigate opportunities for shared working in areas of common interest.

As a result of those discussions, it had been agreed to investigate the following:-

- ◆ possible shared development and usage of e-learning content between health and local government
- ◆ online portfolios for SVQs
- ◆ NHS participation in the Clyde Valley “community of practice”
- ◆ collaboration in development of an e-learning strategy
- ◆ evaluation of the merits of NHS Lanarkshire being introduced as an Associate Member of the Clyde Valley Learning and Development Project

**The Joint Committee decided:**

- (1) that it be noted that the Social Care Sub-group had been invited to rationalise the number of SVQ centres with a view to establishing a single Clyde Valley SVQ Centre;
- (2) that it be noted that the Social Care Sub-group would pursue the option to develop a Clyde Valley model for behaviour management training, in partnership with the Scottish Qualifications Authority (SQA), and, in the short-term, would progress the joint training for existing models;
- (3) that the development of the e-learning course for basic awareness training in protection be noted; and
- (4) that the ongoing efforts of the Social Care Sub-group to develop a partnership arrangement with NHS Lanarkshire and identify opportunities for shared working across both sectors be noted.

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

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## **8 Urgent Business**

There were no items of urgent business.