**South East and Central Workforce Development Consortium**

**Edinburgh Council Offices – Thursday 23rd April 11.00 till 1.00**

**Present: Elenor Macdonald, Dinah Pountain, Diann Govenlock, Fiona Mclean, Clark Whyte**

**Apologies: Maureen Hill, Gary Fraser, Ian McIntosh, Oonagh Mcgarry**

**In attendance: Tricia Graham**

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| **Description** | **Comments / updates** | **Actions** |
| Matters Arising from Minutes |  |  |
| Inspections | * Review process still in place regarding inspection framework. Indication that CLD inspection will process will change and be integrated within school inspections which will have more focus on the “place” which could involve range of stakeholder / sector input. Inspections deferred till September. Inspection team carrying out a range of consultation events with stakeholders therefore final model is not public.
* Inclusion of process to inspect workforce development. This was not discussed at the meeting.
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| Strengthening Networks / Education Scotland | * The suggestion to bring the networks together has not happened as per Phil Denning’s visit to the consortium in November 2014. Annette had raised this with Mandy Toogood who is now picking up support for the Consortium on behalf of Education Scotland.
* Mandy Toogood had been in touch with Elenor to ask for information about purpose of Consortium. Assuming this being used to follow through the developing / networking of the Consortiums as per above. Elenor sent some information that was included within Inspiring Confidence report.
* Group remembered that there was a paper in the participant pack for the launch event (Colin Forbes time). Diann going to check if this still held in East Lothian.
 | Perhaps need to follow through this request formally with Mandy at a future point if nothing is progressed by Education Scotland. Diann going to check with Eleanor if this information still on file.  |
| Funding | * Funding has been moved to Clackmannan. Assuming that transfer has been made successfully. Need to check protocol for invoicing / making payments.
 | Protocol for making payments / invoices etc  |
| Standards Council | * Rory’s post has been advertised. Recruitment process in place.
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| Membership Mid Lothian | * Karen McGowan’s email address to Diann.
 | Karen to be included in distribution list – email address outstanding |
| Community Activist Workshop | * This was very successful. Diann and Kaela delivered the session. Very positive feedback from Fiona. Interest to deliver a pilot.
 | Potential to deliver joint Community Activist Training Course |
| Community Activist Training Pack (Tricia Graham – Falkirk Council) | * Tricia presented an update on the resource pack and design.
* All members very impressed with the progress made.
* Tricia had hoped to get the materials finished by the end of March, however family circumstances meant a delay.
* Materials would be completed by end of May.
* Need to bring the original reference group together to look at the final draft.
* Members looked at the cover and made recommendations for changes and inclusion of a different illustration.
* Elenor had indicated that there was going to be PDA in Youth Work review meeting by SQA and this might be an opportunity to explore the accreditation interest.
* Consortium acknowledged Tricia’s excellent work on the materials and delighted about the way it was progressing.
* CLDM’s seem to be aware of the development of the materials
 | Tricia to bring reference group together to look over final draft.Elenor to contact Graham Ogilvie regarding a new illustration.Elenor to write the acknowledgment section. Accreditation phase a future consideration – Tricia to raise with SQA at PDA meeting. |
| Funding Education  | * Dinah reported that there is still no information on Education Scotland funding for this year.
 | Pending |
| Conference Dates | * Diann updated the Consortium on a meeting held between Mid Lothian / Falkirk Council / Education Scotland about the potential delivery of a CLD conversation on Community Empowerment based on one that had taken place in North Lanarkshire.
* Jim and Diann had expressed an interest to host a similar type event and had set up a meeting to discuss with possible involvement of SE and Central Workforce Development Consortium. Elenor was invited to the meeting which was held in Falkirk.
* It was felt that this type of event could be hosted by the Consortium and participation could be offered across the membership. The event could be used as a platform for the launch of the CA materials which had been postponed from May.
* Diann outlined the programme and feedback from the event, and members were in agreement that this would be worth taking forward.
* Education Scotland offered a contribution of funding (£600) towards the event
* John and Jim happy to continue in being part of a working group to take this forward on behalf of the consortium. Fiona opted to join the working group.
* Next meeting on Tuesday 19th May in Grangemouth.
* Venues explored and Hotel and Council Chambers in Royal Mile suggested as possible venues.
 | Diann to update Jim and John Galt.Diann to check venues.Fiona to join conference planning groupConference planning group on Tuesday 19th May |
| Development Planning | * Agreed the need to refresh the future purpose of the Consortium to assist future planning.
 | Pending to be table at future meeting |
| Consortium membership | * Dinah confirmed the e-mail notification about the need to stand down as chair of the Consortium due to recent changes in staff and cuts and Edinburgh City Council indicated. Dinah having to pick up a wider work remit at the moment. A replacement would be identified and notified to the group.
* Group members thanked Dinah for supporting the Consortium over the years and wished her well in her new role.
* Need to re-confirm Consortium membership.
 | Dinah to notify of membership.Dinah to book next meeting  |
| Annette’s role | * The group discussed Annette’s role in the Consortium and the need to find a replacement. The group recognised the importance of someone being able to provide additional support to the Consortium to supplement development and delivery of activities. Elenor offered some time for specific tasks that could be completed out with work hours similar to Annette’s role – due to reduced hours. This could be on a temporary basis if felt that it would be best to identify someone independent to take on this role. Group agreed to this arrangement meantime.
 | Elenor agreed to write up the minutes and circulate.  |
| Date of next meeting  | * Thursday 21st May Edinburgh Council buildings – Room G20
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