

**MINUTES OF MEETING**

Waverley Court, Edinburgh

**Wednesday 2nd November 2016 at 10.30 am**

**Present:** **Diann Govenlock** (chair) (East Lothian), **Elenor MacDonald** (Falkirk), **Vicky Petrie** (Edinburgh), **Clark Whyte** (Clackmannanshire), **Derek Catto** (West Lothian), **Karen McGowan** (Midlothian)

**Apologies:** **Ian McIntosh** (West Lothian), **Julie McGrath** (CTSi), **Norrie Tait** (Borders), **Fiona McLean** (Stirling)

1. **The minutes of last meeting** (Thursday 8th September 2016) were approved as an accurate and true record of the meeting.
2. **Matters arising**: These will be dealt with by agenda items
3. **HGIO self-evaluation introductory sessions:** The powerpoint and associated presentation materials have been added to our I-develop page. HGIO intro session feedback results is awaiting Ann Kivlin’s return from Australia.

Karen gave an overview of Midlothian’s recent HGIO inspection (Derek Catto & Sheila Brown formed part of the inspection team). Three SMD1 areas were identified and inspected over five days. Sheila Brown & Alona had conducted a separate strategic leadership inspection (1.5 days). The inspection looked at areas 1.1 – 4.1 – 5.1, with 3.1 expected to be weaved through the other areas. The verbal feedback graded Midlothian as ‘very good’ and the written findings are expected to be published at the end of November.

The inspection teams no longer observe groups for the sake of it, there has to be a purpose to every piece of evidence that is presented, for example: some young people were asked about their volunteering and what impact it had on the community (rather than just focussing on the individual). You are also expected to be able to demonstrate how adaptable your learning offer is to meeting individuals needs.

The five day Inspection teams normally consist of three Education Scotland inspectors and two associate inspectors.

Midlothian prepared a one page guide to prep those invited to the focus groups so they could think about in advance about the type of questions that they may be asked by the inspectors.

1. **Finalising the ‘Communities Empowered- ‘Making It Real’ Event report:** Has been collated in a ‘Word’ document. This will be analysed and incorporated in an event report. The Consortium will consider hosting a ‘One year on from the Community Empowerment Bill’ workshop in 2017.
2. **Follow-Up to Informal Networking Event/Consortium Meeting** (**Thursday 8th September**): The general consensus of those who attended were positive and felt it was a worthwhile exercise (approx. 20 attended) and would like to see these types of events continuing on a semi-regular basis with a variety of topical themes for each event. A short summary of the event and powerpoint to be uploaded to i-develop.
3. **Community Activist training pack update:** Edinburgh have recently run the full programme. The Consortium will investigate the viability of obtaining a CLD Standards Council Quality Mark for the community activist training. The pack is notionally set at SCQF Level 6. Elenor will design a Consortium certificate so trainees have evidence of what they have completed.
4. **National Consortia Networking Day:** There is a meeting of the regional CLD networks on Thursday 1st December at North Inch Community Campus, Perth (10.30 start). It is proposed that Diann, Elenor & Derek attend from our Consortium.

There is now a joint consortia page on i-develop.

1. **Revisiting the Action Plan:** Our next meeting (Thursday 8th December) will focus on writing our end of year report and beginning the construction of our 2017 action plan. As mentioned previously, 2017 actions will include a Community Empowerment follow-up and further networking events.
2. **Consortium Finances:** There are no changes to report from our last meeting in September. CTSi, who presently hold our funds, recently appointed **Anthea Coulter** as Business Manager. Her contact details are: BusinessManager@ctsi.org.uk - 01259 213840. For information, the other members of staff are: **Julie McGrath** - Organisation Development Officer - julie.mcgrath@ctsi.org.uk, **Annie Van Lierop** – Administrator - annievanlierop@ctsi.org.uk, **Liz Rowlett** - Integration Engagement Officer - Elizabeth.rowlett@ctsi.org.uk, **Louise Orr** - Volunteer Development Officer - LouiseOrr@ctsi.org.uk
3. **Next meetings:**

**Rooms at Waverley Court now booked.**

Thursday 8th December 2016 – Review of the past year – 1-4pm C35

Wednesday 25th January 2017 – Planning for 2017 – 11am- 1pm G23

Wednesday 29th March 2017 – 11am – 1pm G23