

**MINUTES OF MEETING**

Waverley Court, Edinburgh

**Thursday 8th December 2016 at 10.30 am**

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

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

1. **The minutes of last meeting** (Wednesday 2nd November 2016) were approved as an accurate and true record of the meeting.
2. **Matters arising**: These will be dealt with by agenda items
3. **Education Scotland (CLD standards council) has given a grant of £1000 to the consortium for the following purposes:**

* To increase membership of the CLD Standards Council.
* Clear and integrated learner pathways for CLD professional practioners.
* New and improved partnership arrangements for CLD Standards Council and CLD Regional Networks
* Equity and inclusion of CLD professional practitioners in their professional practice
* Increased volume of traffic on i-develop
* Refreshed learning materials on i-develop
* Support for lone CLD professional practitioners.
* Increase in applications for CLD Standard Mark

**This grant has to be used by the end of March 2017.**

Initial ideas include: Falkirk’s session on Thursday 12th January.

Midlothian: Saturday 25th February - CLD Standards Council and using I-develop at a training and development day for sessional staff and volunteers.

West Lothian: support for a session on i-develop CPD forum Re Syrian refugee programmes/ ESOL. Possibly in Edinburgh early February 2017.

We discussed a Networking event in March for SE & C consortium in Edinburgh focus on a practical workshops – speaker, family learning session etc. This could include the session proposed by Derek or be in addition.

Diann is going to the CLD Standards Mark session in February to see if it would be possible to apply for this for the Community Activist pack.

Marion Allison will send out CLD Standards Council promo items for use at our events.

1. **Finalising the ‘Communities Empowered- ‘Making It Real’ Event report:** This is now almost complete. Derek will liase with Adrian (Falkirk Council) to distribute the report to all whom attended the event. 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. Derek will organise for Adrian (Falkirk Council) to distribute details of how to access the consortium pages on i-develop. Registering an i-develop account can be done regardless of CLD Standards Council membership.
3. **Community Activist training pack update:** Elenor has kindly produced some draft certificates for attendance at consortium events (cpd) and for use with the community activist pack. A few amendments to the certificates were suggested and Elenor will adapt them and distribute. Elenor has also completed a draft ‘Survey Monkey’ which will allow those using the pack to send in feedback. Elenor will make some adaptations to the questions and a decision will be made on them at our next meeting.
4. **National Consortia Networking Day: (**Thursday 1st December at North Inch Community Campus, Perth). Elenor & Derek attended. Four out of the Five Consortia’s across Scotland were represented at the event. There is now a joint consortia page on i-develop. There were discussions on simplifying the consortium area’s on i-develop and what can be shared across the various online platforms. **We shall look at developing a ‘terms of reference’ and simplified ‘what we do’ sheets with re: to our own consortium.** There was also a discussion on the long-term viability of the various consortia’s across Scotland.

The next joint consortia meeting is on Friday 17th February (11am-1pm) at Denholm House, Livingston.

1. **Revisiting the Action Plan:** Initial discussions had on our Action Plan, 2017 actions will include a Community Empowerment follow-up and further networking events. These possible events will be further discussed at our next meeting.
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](mailto:BusinessManager@ctsi.org.uk) - 01259 213840. For information, the other members of staff are: **Julie McGrath** - Organisation Development Officer - [julie.mcgrath@ctsi.org.uk](mailto:julie.mcgrath@ctsi.org.uk), **Annie Van Lierop** – Administrator - [annievanlierop@ctsi.org.uk](mailto:annievanlierop@ctsi.org.uk), **Liz Rowlett** - Integration Engagement Officer - [Elizabeth.rowlett@ctsi.org.uk](mailto:Elizabeth.rowlett@ctsi.org.uk), **Louise Orr** - Volunteer Development Officer - [LouiseOrr@ctsi.org.uk](mailto:LouiseOrr@ctsi.org.uk)
3. **CLD Standards Council Annual Conference - Wednesday 29th March 2017**. Venue: Double Tree by Hilton, Glasgow. Booking details to be issued in January 2017
4. **Next meetings:**

**Rooms at Waverley Court now booked.**

* Wednesday 25th January 2017 – Planning for 2017 – 11am - 1pm G23 Wav Court, Edinburgh
* Monday 6th February 2017 – 2pm – C35 Waverley Court , Edinburgh
* Wednesday 29th March 2017 – 11am – 1pm G23 (now cancelled as clashes with the CLD Standards Conference in Glasgow).