

**MINUTES OF MEETING**

Room G35 Waverley Court, Edinburgh

**Wednesday 6th February 2017 at 2pm**

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

**Apologies:**) **Norrie Tait** (Borders), **Vicky Petrie** (Edinburgh), **Clark Whyte** (Clackmannanshire)

1. **The minutes of last meeting** (25th January 2017) were approved as an accurate and true record of the meeting.
2. **Matters arising**: These will be dealt with by agenda items.
3. **Finalising the ‘Communities Empowered- ‘Making It Real’ Event report:** Elenor or Diann to forward Jim’s report to Derek. Derek will then liaise 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.
4. **Consortium Finances/ bank account/ constitution and/or terms of reference:** Agreed to progress with opening a SE & C consortium bank or building society account, Diann and Karen to take forward. We will require to draft a constitution and / or terms of reference. Derek and Elenor to forward any information to Diann. Current finance remains £12,195 no expenditure since last meeting. Elenor still to be reimbursed £500 for CA material costs.
5. **Education Scotland (CLD standards council) grant and event planning**: The acceptance form has been returned to Education Scotland to accept £1000 grant and this will be held by East Lothian Council.
* **Falkirk** held a Standards Council promo event on Thursday 12th January in which 22 people attended. (£68 can now be claimed to cover lunch costs).
* **Midlothian**: Saturday 25th February - CLD Standards Council and using I-develop at a training and development day for sessional staff and volunteers.
* **Clackmannanshire** will have a Standards Council promo input as part of their Youth Services development week in February.

The next SE & C Consortium Networking Event is on **Friday 17th March 9.30am – 1.30pm at the Business Centre, City Chambers Edinburgh**. We have provisionally booked the Business Centre Auditorium and Break out room, booking confirmation required by Vicky at City of Edinburgh Council for preferential rates.

**Draft programme**

9am SE & C consortium set up

9.30am Coffee and registration

9.45am Input on SE & C Consortium (Elenor MacDonald)

CLD Standards Council (Kirsty Gemmell)

Learner Voice (Oonagh McGarry)

10.15 am Workshop 1

Mindfulness £300 for 2 x 1hour max 15 each session Sarah

Learn with Fred max 10 Janet Falkirk

Use of arts to engage tbc

11.30am Workshop 2 – repeated as above

12.45 Lunch

1.30 SE & C consortium tidy up.

2.00 Close

We discussed producing a flier which will gauge interest from CLD staff in being part of short life working groups on specific developments e.g. youth work. Elenor will send CPD certificates to Karen for the event. Derek will re-issue an email round consortium reps explaining the joining instructions for i-develop.

1. **Community Activist training pack update:** Diann will attend the CLD Standards Mark session in February to see if it would be possible to apply for this for the Community Activist pack. Elenor has drafted certificates for CPD use and these will be circulated shortly.
2. **National Consortia Networking Day:** This is on Thurs 23 Feb 11am – 3pm North Inch Community Campus, Perth. Derek will check if he is available to attend.

**8. Forward planning**: To arrange future Action Planning Day to help plan work of the Consortium for the forthcoming year.

**9.** **Next meetings and dates for diaries:**

Wednesday 8th March 2017 – 11am – Edinburgh – venue & room TBA

Thursday 23rd March 2017 – 4.30pm – Sportster’s Bar Falkirk – Elenor’s leaving do