

**Minutes of meeting 25th January, 2019**

YouthLink Scotland | Rosebery House | 9 Haymarket Terrace | Edinburgh EH12 5EZ

**Present:** Dave Hewitt (Edinburgh), Stephen Holt (Student), Derek Catto (West Lothian) , Diann Govenlock (chair, East Lothian), Anthony Beekman (Falkirk), Fraser McDonald (East Lothian), Karen McGowan (Midlothian), Oonagh McGarry (Scottish Borders, minutes)

**Apologies**: Theresa Marsili (Stirling), Mary Fox (Clackmannanshire) , Norrie Tait (Scottish Borders)

**1. Minutes of last meeting: not available**

**2. Matters arising from minutes** – covered by the agenda for today’s meeting

**3. Learn Well, Live Well, Be Well event 20th Feb**

**Agreed actions:**

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| Chase up detailed information on workshops/ table top presentations and get to Diann by Weds 30th Jan:Kersiebank ProjectWill Golding/ Fiona DowieA Trusted Adult | **Tony****Fraser****Derek** |
| Contact workshop/table top presenters to:get their requirements (IT/flipcharts etc)Inform table top presenters that their set up will be dynamic and loud, not suitable for quiet, reflective conversations Let presenters know that they will need to appoint someone to summarise main points and next steps and feed back at final session | **Diann** |
| Check out space and plan layout of event | **Fraser/ Diann** |
| Check Twitter account active - Clark | **Diann** |
| Check with Kirsty re getting Standards Council info and goodies to the event | **Diann/Karen/Derek** |
| Jobs on the day:PhotosRegistration/ sign in for workshopsCreating sign in sheetsDirecting/ushing/ creating signs for roomsBrining sticky labels/pens for name tags | **Derek****Derek and Karen (with assistance from Diann and Oonagh)****Derek****Fraser****Karen** |
| Thanks to presenters:Book tokens for Will and Fiona (using their annual leave to present)Donation to charity for Mae | **Diann****Diann** |
| Brief from Anne O’Donnell for event pack | **Diann** |
| Create “slightly humorous” evaluation to cover:What did you like most/ least?What have you learnt?What will you do differently now?Next steps for you?“Encouraging” completion of evaluations at end | **Tony** |
| Ensure all attendees (including presenters and helpers) register on eventbrite | **All** |
| Registration packs:Use Standards Council bagsList of attendeesProgramme Workshop briefs and bios of speakersPlus CLDSC goodies | **Diann****Diann****Diann** |
| Strapline/vison for Consortium (to be used on publicity banners) Ask participants for ideas – incorporate into Graffiti Wall | **Diann** |

**4. Securing the networks:** Derek, Karen and Diann all attending this Standards Council event on 31st Jan (1-4.30pm Glasgow )

**5. Standards Council Quality Mark application feedback:**

We need to link CPD events to the competences and notify participants of CPD hours at future events.

**Actions:**

**Karen will design a certificate of attendance** for Feb event, with number of hours and link to competences on the back. We can then use this template for future events and within our own authorities.

**Oonagh will follow up the detail of the 2 other recommendations (1.4 and 3.2)**. We have until July to implement these and will put this on a future consortium agenda.

**6. Scotland’s CLD Workforce Development Action Plan June 2018- July 2019:** nothing to report at present. This remains a standing item on our agenda.

**7. National CPD Network:**

**Action:**

**Diann will check with Kirsty** when and where the next meeting will be held.

**8. Regional Improvement Collaboratives:**

Scottish Borders were invited to present at a recent Edinburgh family/parent learning RIC CPD event. Mid and East Lothian were not made aware of this event by their local RIC reps. We are still seeking clarity around how the Consortium and the RICs can best work together. This remains a standing item on our Consortium agenda.

**9. CLD Plans:**

**Item for next agenda:** look at workforce development within each area CLD Plan.

**10. Finance:**

£12,622.32 in Consortium account.

**11. Information sharing:**

All areas reported they are currently undergoing budget/ review / restructuring uncertainty. It seems likely that posts will be lost in several areas, including both frontline and managerial.

**Date and time of next meeting:**

Thursday 4th April 2 – 4pm at Youthlink Scotland office, Rosebery House Edinburgh.