

**Minutes of meeting 28th Nov, 2019**

Edinburgh City Council, Waverley Court, Edinburgh

**Present:** Paul McCloskey (Edinburgh), Diann Govenlock (chair, East Lothian), Karen McGowan (Midlothian), Oonagh McGarry (Scottish Borders, minutes), Anthony Beekman (Falkirk), Susan Hunter (via Skype, Scottish Borders)

**Apologies**: Theresa Marsili (Stirling), Laura Wilson (West Lothian), Margaret Petrie (University of Edinburgh)

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| **1. Minutes of meeting of 3rd Oct**  The minutes were approved.  Laura Wilson has advised she would like to attend future meetings, once new structures in West Lothian have bedded in. Paul advised that he wishes to attend Consortium meetings, with Vicky/David attending if he cannot make it. He asked that we keep David and Vicky on the distribution list.  Susan Hunter (Youth Borders) to be added to the membership list.  **Matters arising:**   * CLD Standards Council Quality Mark has been awarded to the Consortium for the totality of its work, not for an individual programme/piece of work. Diann will contact Susie Bissett to check if we should now be using the Standards Council logo on agendas, minutes etc * Paul advised that he will be attending an Edinburgh senior schools management meeting with Karen Buist and Susan Doherty, to discuss CLD family learning and PEF funding. * Freshers legacy network: No action progressing from University or Standards Council. Consortium members are asked to bear this in mind if organising professional learning events | **Diann**  **Diann** |
| **2. CLD Workforce Development Survey**  **Increasing membership of the Consortium, including Third Sector:**  We welcomed Youth Borders to the meeting. Susan suggested we extend an invitation to Lorraine Edgar from the Lothian Association of Youth Clubs. Paul to pass contact details to Diann who will formally invite.  All members are asked to invite CLD partners in their areas, particularly extending an invitation to TSIs (or equivalent).  **Sharing training opportunities:**  Youth Borders (YB) have a new training officer starting in January 2020, with a remit to reduce health inequalities, funded by NHS and Gannochy Trust. Susan will send on information about the range of training opportunities they offer and their training calendar when available. | **Paul/Diann**  **All** |
| **3. Consortium sessional post:**  Information about the post, including job description and person spec has been circulated to 4th Year students at Edinburgh, but no responses received.  We agreed the description should state indicative hours 6 per month, with additional hours to be agreed to support event planning and delivery. Diann to make amendments to job description. All members asked to circulate through their local networks and invite expressions of interest by Fri 20th Dec.  Susan suggested that as elements of this role align well with some of the work of YB they would be willing to host this post. | **Diann**  **All** |
| **4.Online surveys:**  Four national surveys are currently being promoted through Education Scotland:   * STEM * Adult Learning Strategy (Learners) * Youth Work Strategy * Family Learning   AL survey has received 2,600 responses so far. Deadline is to be extended and it will be promoted to a wider audience, aiming to include more community based adult learners. Education Scotland have requested that each Region (i.e. SEIC) hold one or more consultation events for learners and practitioners between 25th Feb and 31st March 2020.  We informed Chris Woodness (afternoon meeting) that we will host one in Borders and one in Edinburgh, dates to be confirmed.  Oonagh to pass on Chris’s email request to Paul and confirm that Edinburgh would be willing to host. | **Oonagh/ Paul** |
| **5. Consortium training priorities:**  **Family learning:** Karen Buist has indicated that Edinburgh FL team are willing to take part in a CLD practitioners practice exchange on Mon 24th Feb. Paul suggested this should take place in City Chambers, Edinburgh and will liaise with Paul over booking the European Room (10-4pm for 30/40 people). Oonagh to progress planning, with support from Midlothian and consortium sessional worker.  We agreed the focus of this session is to be CLD practitioners exchanging practice, and it may be appropriate to invite one or two key school/SEIC staff (e.g. Borders SEIC QIO for family learning).  **Youth Work**: Ross has arranged meeting on 16th Jan (10-12, Waverley Court, Edinburgh). This is open to all Consortium areas. Karen supplied Midlothian contact.  **Peer evaluation:** Borders, Midlothian, Edinburgh and East Lothian interested and meeting to scope out at lunchtime. Post meeting note: likely timescale April/May 2020. Karen, Diann, Oonagh and John Heywood.  Theresa indicated that training has been rolled out across Forth Valley and evaluations will be carried out across the area over the coming year.  **Community empowerment:**  Participatory Budgeting research articles from Stuart Moir have been circulated. Link to Dundee PB from Vince has been circulated.  Youthlink are developing credit-rated online training for PB skills. Diann to contact Sarah Robertson to find out more.  Consul tool – has been developed by COSLA for PB, community engagement and consultation. Every authority has the opportunity to use this free tool. Midlothian are piloting this for PB in Midlothian.  There is considerable activity in this area nationally. Consortium members are asked to continue to flag up and circulate relevant information. | **Paul/ Karen Buist**  **Oonagh**  **Diann**  **All** |
| **6. Ongoing CPD opportunities**  Youth Borders will share their training calendar when available (Jan 2020). This will include children’s rights training.  **Feedback on Digital Technology:**  Richard Bryce delivered training for consortium members in Galashiels on 18th Nov 2019 as part of the Borders STEM project. 16 people attended, including CLD service and 3rd sector partners from Borders, CLD practitioners from Edinburgh and East Lothian.  This focused on using **Slack as an online tool for learning and collaboration.** There are still some issues with outdated Council systems getting access to Slack, but Richard persevered and got everyone using the tool. Slack, in theory, is accessible to public and 3rd sector partners. It provides a straightforward platform for dialogue, sharing information and resources. It is easy to create a group and then set up channels for different themes for the group. You can create closed groups so it is suitable for submitting assignments to a tutor, for example, without the whole group seeing the answers! Practitioners could see value in using this as a learning tool. Midlothian experience is that Slack works well with CLD partners.  Investigations that the lead for the Borders STEM project, Donna Wood, has been making locally suggest that other online collaborative platforms such as **GLOW and MS Teams** may be restricted to school staff and those who are specifically given permission to access the school GLOW system. We will continue to explore this, especially access to MS teams, as a tool for collaboration with partners and will report back to future meetings. | **Susan**  **Oonagh** |
| **7. CLDMS regional events**  Ken Gibson has sent Diann an email detailing the expectation that CLDMS events will be held in each region. The purpose is to raise the profile of CLD with managers and decision-makers. Ross clarified that he had reported back to CLDMS on our SEIC/ CLDS event in June and in conversation with Avril (chair of CLDMS) agreed that this had fulfilled this purpose. No need to arrange another event. |  |
| **8. CLDSC, grant and financial position**  The Standards Council have circulated a confidential proposal for the operation of the Consortia across Scotland going forward. We were agreed that understanding the detail of any “minute of agreement” is crucial so we know what is being expected of our Consortium. We also wish to understand what our options will be if we chose to continue to operate as an independent body (as we have agreed previously).  Diann will feedback our thoughts to a meeting in January 2020. Any further comments to Diann asap.  Current bank balance of consortium: £12, 768.90 at 2nd September 2019 | **All** |
| **9. i-develop/ promotional materials**  Oonagh to liaise with Norrie to ensure that current (approved) papers from the Consortium are uploaded onto i-develop | **Oonagh** |
| **10. Date of next meeting:**  2-4pm Tues 28th January Waverley Court, City of Edinburgh Council. |  |