

Community Learning and Development (CLD) Plans and Planning

**CLD Plan reference / template - November 2020**

**Purpose**

This planning reference document has been produced by CLD Managers Scotland to support our members, and those in the CLD sector who are completing plans, as required by Scottish Government in line with the CLD Regulations 2013. [The Requirements for Community Learning and Development (Scotland) Regulations (2013](https://www.legislation.gov.uk/ssi/2013/175/introduction/made)**.** It is designed with a clear connection to the refreshed Guidance Note produced by Scottish Government and Education Scotland in November 2020. CLDMS were an active contributor to this work.

It is designed as a practical tool to prompt clear thinking, to support efficiency and accuracy in planning content, to clarify the expectations of those involved in producing plans at the outset and taking into account sectoral response to covid-19. With this in mind, your 2022-25 plan is likely to focus heavily on recovery.

This template takes account of the 2019 analysis of CLD plans [review of the content of the CLD plans](https://education.gov.scot/improvement/self-evaluation/planning-for-change-a-review-of-cld-plans-in-scotland-2018-21) and seeks to reflect the identified strengths and areas for improvement in that report. Feedback from lead officers involved previously in CLD planning has led CLDMS to believe that a practical template with prompts would underpin greater coherence across the planning process. This was also highlighted when CLD Lead Officers from the Northern Alliance Regional Improvement Collaborative and the West Partnership met in December 2019 to discuss CLD plans and planning.

CLDMS believe this approach will:

* enable plans to be analysed nationally
* highlight due diligence had been taken in their preparation
* encourage strengthened collaboration across borders and geographies
* support improved professional learning around common agendas
* take account of planning post covid-19
* create a clearer platform for benchmarking and improvement

Completing CLD plans - Considerations

Consider the following challenge questions in the completion of your plan.

**Section 1 Involvement**

|  |  |  |
| --- | --- | --- |
| It may be helpful to consider: | How do we know? | Completed |
| * How have you engaged communities, learners and partners in the co-production of your CLD plan?
 |  |  |
| * How well does the plan demonstrate stakeholder understanding of the purposes of CLD planning?
 |  |  |

**Section 2 Shared CLD Priorities**

|  |  |  |
| --- | --- | --- |
| It may be helpful to consider: | How do we know? | Completed |
| * Does your plan clearly identify the collective approach by which shared priorities have been identified and agreed?
 |  |  |
| * How clearly have you demonstrated that the use and analysis of relevant data is integral to your plan?
 |  |  |
| * Has your process clearly identified any unmet need?
 |  |  |

**Section 3 Planning**

|  |  |  |
| --- | --- | --- |
| It may be helpful to consider: | How do we know? | Completed |
| * How well are the links between relevant plans demonstrated and understood by all stakeholders?
 |  |  |
| * Are plans embedded in the strategic Community Planning Partnership process?
 |  |  |
| * Is the plan clear about the CLD contribution to planning arrangements across the authority?
 |  |  |
| * Is the plan clear and explicit enough to avoid duplication across the landscape of wider planning?
 |  |  |
| * Does your plan take account of the duty to address poverty as expressed in the guidance?
 |  |  |

**Section 4 Governance**

|  |  |  |
| --- | --- | --- |
| It may be helpful to consider: | How do we know? | Completed |
| * Does your plan clearly capture the structure governing CLD planning?
 |  |  |
| * Are arrangements clear and effective for monitoring, reviewing and reporting impact of the plan?
 |  |  |
| * Are strategic connections to other planning arrangements clear and understood ie LOIP/Regional Improvement Collaborative/ Community planning partnerships.
 |  |  |
| * Is the equalities impact assessment for your plan completed?
 |  |  |

**Section 5 Workforce Development**

|  |  |  |
| --- | --- | --- |
| It may be helpful to consider: | How do we know? | Completed |
| * Does the plan capture clearly the identified workforce development needs?
 |  |  |
| * Are workforce development actions clearly linked to the delivery of the plan?
 |  |  |
| * Does workforce development reflect and meet the needs of all CLD partners as relevant to the widest CLD agenda?
 |  |  |
| * Is shared responsibility for the delivery of relevant workforce development evident in the plan?
 |  |  |

**Useful links:**

<https://cldmanagersscotland.wordpress.com/>

<https://education.gov.scot/>