**Updated draft, 22/12/21**

**TERMS OF REFERENCE**

**WEST CLD ALLIANCE**

These updated terms of reference were agreed by all local authority represented on the West Alliance planning group in (date of next meeting) 2022.

**1. Purpose and overall aim**

The purpose of the West Alliance is to identify and help to support the shared continuing professional development (CPD) needs of CLD practitioners in the West of Scotland.

The overall aim of the Alliance is to work together to extend the range, relevance and quality of professional learning opportunities for CLD practitioners in all sectors in the West of Scotland.

The specific objectives of the Alliance will be set out each year in an annual plan.

**2. Membership**

The West Alliance is a network of Community Learning and Development (CLD) providers in the following local authorities in the West of Scotland:

1. East Dunbartonshire
2. East Renfrewshire
3. Glasgow
4. Inverclyde
5. North Lanarkshire
6. Renfrewshire
7. South Lanarkshire
8. West Dunbartonshire

The Alliance also works with other CLD partners in the public and third sectors to develop and deliver professional learning.

**3. Agreed commitments by all West Alliance members**

We will work together to:

* Organise and support the work of the Alliance.
* Produce an annual work plan for the Alliance; self-evaluate the impact of our plan; and report on progress annually.
* Regularly engage with CLD practitioners and partners in our areas to identify shared professional learning priorities in the west.
* Develop, deliver and evaluate the impact of joint professional development activities and programmes as required.
* Be proactive in sharing and publicising local, regional and national professional development opportunities and resources with CLD practitioners and partners in our areas.
* Enable staff and volunteers from our authority areas to access CPD opportunities by identifying and addressing barriers to participation.
* Work with our local CLD partners, the CLD Standards Council, Education Scotland, other national partners, and the West Partnership (Regional Improvement Collaborative) to coordinate professional development activity for CLD practitioners across the West region.
* Share learning resources with practitioners in our areas and contribute to the West Alliance group space on iDevelop as required
* Maximise the impact of external funding from the CLD Standards Council or other funders to support collaborative programmes and activities.
* Contribute to the work of the national CPD networks leads group.

**Meetings and administration**

* The responsibilities for administering the work of the West Alliance will be shared by all of the member local authorities.
* Our joint professional development activities and programmes will be led by members of the Alliance planning group in partnership with national regional or local partners as required.
* The Alliance planning group will nominate a chairperson and vice-chairperson annually.

The role of the chair/ vice-chair is to: arrange Network meetings; consult with members to develop clear agendas for meetings; ensure that actions are noted and shared; ensure that Network regularly evaluates its work plan.

* Meetings of the Alliance planning group will be convened approximately every 8 weeks. Each local authority will aim to be represented or send apologies. A meeting will be considered quorate if a minimum of four of the eight local authority partnerships are represented.
* Agendas, minutes and papers for meetings will be sent out at least one week in advance by the relevant Local Authority, following a standing agenda as per Annex A.
* One authority will act as the budget holder on behalf of the Alliance. The specific authority taking on this role will be agreed on an annual basis.

We will review this agreement on an annual basis and amend to take account of new circumstances and opportunities.

Annex A

**WEST CLD ALLIANCE**

 **AGENDA**

**DATE**

**LOCATION**

**TIME**

* Present
* Apologies
* Matters Arising
* Network plan progress
* Current Workforce Development Issues (Members asked to bring issues for peer feedback/mutual support)
* Updates as required from: CLD Standards Council/Education Scotland/The West Partnership/Regional Networks national leads group
* AOCB