**West Alliance Planning Meeting**

**Tuesday October 31st**

**Attendance:** Norman Ferguson (Glasgow Life); Clare Henry (West Dunbartonshire); Susan Stewart (Renfrewshire); Susan Craynor (East Renfrewshire); Andrew Jack (North Lanarkshire); Kirsty Gemmell (CLDSC); John Galt (Ed. Scot)

**Apologies:** Fiona Taylor (Renfrewshire)

5/8 areas were represented. We considered the questions in the planning email from Fiona T. (in italics below).

1. *Consider if you can host one face-to-face meeting and/or an on-line session which can focus on an area of Youth Work, Adult and Family Learning or Community Capacity. The session may spotlight good practice and allows for re-building across authority networks and provide an opportunity for skills development.*

We focused on sessions for the West Alliance’s Winter Learning Festival (WLF) week, which is Mon February 5th to Fri 9th 2024:

* We considered online v face to face sessions. Suggested sessions in the template below could be offered online or in person, however most of the WLF sessions around the country are online and we would want to gauge demand for face to face sessions. With this in mind, we proposed that most sessions during the WLF week would be offered online, but each session should include an offer to arrange face to face follow up visits on the topics covered, if the demand is there.
* We agreed that the West Alliance programme for the WLF week should be no more than 4-6 online sessions through the week. This was realistic based on shared capacity to organise sessions, and capacity of staff to participate in sessions within the same week.
* We suggested that we also try one face to face session during the WLF week. This could focus on sharing learning so far from the Multiply programme in the west.

**Actions:**

* **All reps asked to consider the approach proposed above. We will confirm the Alliance’s approach at our next planning meeting.**
* **Are any areas willing to host the face to face Multiply session? Please let the group know at the next planning meeting.**

1. *Send a representative to attend 3 planning meetings*

5/8 LA areas were represented at the meeting today.

**Action: Can the 3 areas not represented today please add to the proforma below and send a rep to the next planning meeting if they can. (East Dunb: Inverclyde; South Lanarkshire)**

1. (Proforma) *To be completed at the first planning meeting*.

The following proposals were made at the meeting:

|  |  |  |
| --- | --- | --- |
| **Local Authority** | **Confirmed Representative** | **Focus of CPD Opportunity** |
| Host tbc |  | Face to face session on Multiply |
| East Renfrewshire, | Susan | * Grant-making PB * Youth work partnership with Barrhead High School * Detached youth work practice |
| East Dunbartonshire | Kirsty/Ann Marie tbc |  |
| Glasgow | Norman | * Family learning and ESOL |
| Inverclyde | Claire tbc |  |
| North Lanarkshire | Andrew/Eleanor |  |
| Renfrewshire | Susan/Fiona |  |
| South Lanarkshire | Joan tbc |  |
| West Dunbartonshire | Clare | * Thrive youth employability service with young people. |

**Action: All areas asked to send any additions to the proforma to John before the next meeting please.**

1. *Agree dates and times of subsequent planning meetings to draft programme and dates for the CPD Programme, including the evaluation and reporting.*

**Action: Date of next planning meeting: Tuesday Nov 21st @ 2.30pm**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTEzY2ZiOTMtZDI4OC00MjYyLTgyYzQtOGZmNmJjNzU2ODAz%40thread.v2/0?context=%7b%22Tid%22%3a%220ef77447-1083-4dec-b89f-27c765076840%22%2c%22Oid%22%3a%22087fad72-c72c-4ea6-b37d-c264bfff80fd%22%7d)

1. *Agree details for distributing grant across the Alliance.*

**Action: tbc**

1. *One other representative to be co-administrator on i-develop for the CLD West Alliance to be able to upload the CPD programme*

**Action: tbc**