

**MINUTES OF MEETING**

South Bridge Resource Centre, Infirmary Street, Edinburgh

**Thursday 14th January 2016 at 11.00 am**

**Present:** **Diann Govenlock** (chair) (East Lothian), **Elenor MacDonald** (Falkirk), **Vicky Petrie** (Edinburgh), **Fiona McLean** (Stirling), **Clark Whyte** (Clackmannanshire)

Apologies: **Derek Catto** (West Lothian), **Ian McIntosh** (West Lothian), **Julie McGrath** (CTSi), **Norrie Tait** (Borders) and **Karen McGowan** ( Midlothian).

1. **The minutes of last meeting** (5th November 2015) were approved as an accurate and true record of the meeting.
2. **Matters arising**: The **event report** has been completed and sent-out by Elenor. Those around the table complemented Elenor on the work she had done. The **OST boards** are currently stored in Edinburgh (Wester Hailes Library) and Vicky is working on a system to enable Consortium Members can borrow them. A test message was sent prior to this meeting so members could assess the potential of our new **mobile distribution service**. If anyone wishes to utilise this service please email Adrian at Falkirk Council with the message you wish sent out. E-mail [adrian.moodie@falkirk.gov.uk](mailto:adrian.moodie@falkirk.gov.uk)
3. **Feedback from CTSi meeting**: Gareth Ruddock, chief officer & Julie McGrath of CTSi (Clackmannanshire Third Sector Interface) met with Elenor and Diann to clarify the Consortium monies held by them. CTSi will continue to hold our money free of charge and monthly updates on our finances will be arranged.
4. **Administrative arrangements**: It was agreed that to avoid most of the administration tasks continuingly falling upon the same people, minute-taking at meetings and other specific tasks will be distributed more evenly among Consortium members. Elenor agreed to support additional support tasks as agreed by Consortium. Fiona agreed to take next meeting note.
5. A **Consortia meeting** has been convened for **Wednesday 24th February 2016** at the **Thistle Hotel, St James Centre, Edinburgh (10.15am-3.45pm)**. Consortia various (ourselves, Youth Link, CLDMS, CLD Standards Council, etc) have been invited. The aim of the meeting is to share good practice and encourage professional CLD learning between groups and consortiums.
6. **Community Activist Pack** - Elenor and Diann have conducted four meetings/briefings since our last Consortium meeting. They have edited and made re-writes to each unit. Those present were informed of what work had been completed and what was needing to be done. The pack is currently being proof read and is of a standard where it can be sent out. A 'master' pdf is being prepared for sending to the printers. A discussion took place with regards to how many packs to print, should they be double or single sided, colour or black and white. Elenor will inform members of the options and quotes next week to garner a consensus over quantity printed. Initially, a read-only pdf will be uploaded to **i-develop**, whilst editing/updating access issues are resolved. It is proposed that a 'Word' version of the pack is distributed on memory sticks allowing users the ability to amend to suit local needs. **Education Scotland**: Alona Murray has informed us that our grant application to cover the initial printing costs of the pack, binders, etc is presently under consideration.

It is envisaged that everyone who attended the **CA briefings** will get a copy of the pack on a memory stick. Consortium members will get two physical copies for their area. Presently the Consortium space on **i-develop** is for members only. Wider access issues will be worked on with the expectation that that the pack will be housed in more accessible space on the site. A **recording/reporting system** needs to be developed so we can track and record the use of and feedback on the pack. It was also reported that the **Community Activist 'training for trainers' feedback** was very positive.

1. **Future events**: **Fiona Ballantyne (SCDN)** would like to have exploratory talks with regards to us organising some form of joint event. Someone from SCDN was unable to attend our consortium meeting today so we are still seeking clarity over their offer.

Jim MacDonald has contacted **Steve Skinner** with regards to organising an event in May/June. The proposed event will most probably be held in the Falkirk Council area with invitations sent to Consortium members. It is proposed to hold a **planning meeting** for this event in Grangemouth Municipal Building on 9th February (details to follow).

A proposal to make membership of the **CLD Standards Council** dependent on 35 hours of annual cpd has given us the opportunity to contribute towards this. Derek has kindly offered to design a **certificate of completion** for those who attend Consortium events. Elenor suggested setting-up some form of database to record events, Consortium meetings attended and time spent at various events, etc and was happy to draft this.

1. **AOCB** - The **Development Plan** will be a focus of our next meeting.
2. **Forthcoming meetings (all at 11am):**

Wednesday 17th February - South Bridge resource centre, Edinburgh

Wednesday 16th March - (Room G13) Waverley Court - Edinburgh Council HQ

Wednesday 18th May (Room 1.20) Waverley Court - Edinburgh Council HQ