

**MINUTES OF MEETING**

South Bridge Resource Centre, Infirmary Street, Edinburgh

**Wednesday 17th February at 11.00am**

**Present: Diann Govenlock** (chair) (East Lothian), **Elenor MacDonald** (Falkirk), **Fiona McLean** (minutes) (Stirling), **Derek Catto** (West Lothian), **Ian MacIntosh** (West Lothian), **Clark Whyte** (Clackmannanshire).

**Apologies: Vicky Petrie** (Edinburgh), **Norrie Tait** (Borders), **Karen McGowan** (Midlothian), **Julie** **McGrath** (CTSi).

1. **The minutes of the last meeting 14.01.16** – were approved as accurate, and a true record of the meeting.
2. **Community Activist Resource Pack** – all completed & distributed at the meeting. Big thanks to the Falkirk Team for all their hard work. One session has been trialled – very positive feedback.

**Reporting System:** each session could be put on to i-develop as a PDF with evaluation forms for each section.

**Action:** Elenor has an evaluation form that she can send to Diann/Derek.

**Certification/Accreditation**: notionally, SCQF level 6. Agreed that we don’t currently have the capacity to work on getting accreditation for the pack. To be raised by Elenor at the network meeting on the **24th February with Education Scotland**.

**Action**: EM/TG to design a certificate in line with the pack & style.

 DC to design a template for wider use for CPD activity. Each LA/organisation to send
 logos to Derek.

**i-Develop:** An introductory front page is to be written to explain where the pack came from, that the Consortium has copyright and that the materials can’t be changed. To get a word copy you need to contact your local rep. There will also be a note to contact Falkirk admin if intending to use the pack. **Action**: EM/TG.

On request copies can also be printed at the Falkirk copy centre (approx. £60).

 The materials will be put in to our “group” section & the introductory page on to the open

 space. **Action:** DC by end March 16.

Pack costs **- Action**: Invoice by TG to be submitted to DG for £1500-00.

1. **Finances**
2. **Education Scotland Grant** : pack to be shared with the CLD CPD networks across Scotland. £1500 towards the pack & promotional events, e.g., Consortium Network/ Conference.

Press release – article can be drafted for CLDMS, CDAS, etc once all ready to go on i-develop. Action IM.

Leaflet to be sent out by EM – can be used at local events, network events, conferences, etc. Agreed to sign off the contract to ES.

1. **Funds:** The ACT Training Consortium funds will be transferred to the SE & Central Consortium as agreed by members for use for CLD training.
2. **Bank Account:** to be monitored by the group. Diann will let the CTSi Director know that £6000 is due to be transferred.
3. **Consortia meeting**: 24/2/2016 – 6 attendees.
4. **Future Event Update:**

There was a planning meeting on the 9th February regarding the Steve Skinner Conference scheduled to take place on the **9th June in Falkirk.**

1. Elements of Passing the Power
2. Steve Skinner – Community Empowerment & elements of good practice.
3. Afternoon – practical
* Building Blocks
* Where do we want to be in 3 years time
* Possible case study – IM
* Role of community workers as facilitators?
* Asset transfer. Viability not liability.

**Next Event planning meeting** - **Tuesday 8/3/2016, 1pm, Musselburgh East Community Learning Centre, Haddington Road, Musselburgh Eh21 8JJ**

1. **CPD Certificate / database**

**Action :** Certificate – DC

**Action :** Database – EM

1. **Development Plan** – circulated & discussed.

Priority 2: Consortium on i-develop.

We can populate but not change the template. DC will revamp our page - he will take photos off the Report .

(Potential question on the 24th February, regarding the future of CPD within the sector & ES support. For example, purpose of the Leadership Training.)

Priority 4 - networking session at the end of the year to strengthen the consortium.

1. **AOCB**
* Networking Meeting to be discussed at the next meeting.
1. **Date of next meeting:** **Wednesday 16 March 2016 at 11.00am, Room G13 Waverley Court, Edinburgh Council HQ.**