Meeting: Tayside & Fife Learning Alliance   
Mitchell Street, Dundee

Date: Tuesday 27th August 2019

Present: Gwen Bowles  
Pete Glen  
Sharon Doyle (Chair)  
Sue Holland – Smith   
Susan Epsworth  
Tricia Ryan  
Vicky Wilson (minutes)  
Ross Martin   
Anita Jamieson

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| **Minute of Meeting** | **Action** |
| **1.Welcome**  All present welcomed. |  |
| **2.Minute of Previous Meeting**  Minute of last meeting approved. |  |
| **3.Welcome and Introduction - Anita Jamieson Volunteer Dundee**  Anita was introduced to the group. Anita has a lead role in encouraging voluntary groups to do Adult Achievement Award, voluntary management training which is currently being revamped.  Anita is responsible for the learning needs of the sector and has made links with the CLD standards council and Anita’s role includes ensuring ethics and competences are understood by the 3rd sector. There are good links with Dundee City Council and they have the volunteer friendly award. Discussions have taken place about mapping the voluntary friendly award against the standards mark. An annual calendar for training themes that links to the locality networks with different themes.  **Matters Arising from previous minute**  – the follow up is still to take place with those that attended digital skills training in 2018. The plan was to get them together to look at developing a workshop for CLD staff. Names are to be emailed to Sue Holland-Smith who will make contact. | VW, TR send names to SHS |
| **4.ESOL Practitioners ESOL Event**  Ross updated on the ESOL network who had met twice and organised an event for staff across the Alliance. Staff were sharing issues of the Syrian Refugees programme and a positive discussion with those attending about ESOL. A speaker from Edinburgh University gave an engaging presentation, RM had shared this with Alliance but not to be shared further.  The group of staff attending agreed a network focusing on CPD and training and work shadowing had already agreed across Fife/Dundee.  Maggie Sheret typing up note for the day and will be shared.  Terms of reference have been amended to reflect the planning group and the network will be much wider inclusive of practitioners. | RM |
| **5. Education Scotland Update** Susan Epsworth updated the group on the reorganisation of regional teams she is the Tayside link. Any requests for support work can go to the team.  A Report from Education Scotland is due, which is a collation of themes from 32 Local Authorities CLD plans will be published soon.  Dundee Science Centre are hosting a STEM event for CLD on the 30th September/ Susan will share the event with Alliance.  Susan is responsible for the CLD newsletter and as a region we can promote our work via the newsletter. The deadline for the next one is 12th September.  Pete Glen invited Susan to come share the Ed Scot developments with the CLD 1st year. | SE |
| **6.IACD Conference Event**  Pete presented feedback on the conference and stated there was a good cultural feel with a good atmosphere. There was a good international mix of staff and the feeling was very enthusiastic among attendees.  Good planning committee and Ignited networks to be set up as a result with other countries with similar passion.  In Fife there will be spotlight sessions with CLD staff who delivered at the conference to share this across the workforce. All Guest speakers were filmed and when this is available will be shared with staff. |  |
| **7.PEEP**  2 day training course in Dundee on PEEP, Angus have two places to attend, Tricia asked for feedback on experiences and Sharon suggested speaking to Rhona Cameron. | TR |
| **8.Matters Arising**  **Peer Review TR –** Tricia presented a proposed outline for the Alliance on how we take this forward, suggesting a thematic focus. Agreed we need a lead from each region who focuses on the review.  Discussion was had surrounding whether there was a role for Education Scot in the process and associate assessors.  There was an agreed briefing to be held on HGIOCLD- and a briefing on Evaluative writing/ preparing evidence in advance of the Peer review.  In terms of timescale it was suggested the Peer review is to be completed by Summer 2020 as Alliance needs to schedule in time for discussion and agreement by senior leaders in each region prior to identifying staff to be involved. Discussion was held around considering whether to involve 3rd sector reps and this being available to everyone as a CPD opportunity.  All agreed on 4 areas being involved for the impartial and objective views and takeaway from 2 areas competing. 6-8 people from each authority required. By the December meeting there should be an agreement on timescales for Easter 2020 in which the subgroup will look at dates and moving forward.  **Assessor Workshop TR –** A meeting was held and agreed that an assessor workshop would be ran to look at assessment processes. Gillian from Dundee however has left, Tricia and Helen are running workshop suggested date is 28th October in Dundee for a morning session.  Discussion was had around as an Alliance, the expectation of after this session, delivering the assessor training and what is the need in each region? Consideration to be given if we need to increase assessors and for what purpose? Does this training match with what staff need? Is it linked to national research? As an Alliance we must be clear on what our plans are. It was agreed to focus the assessor workshop on those staff keen to deliver the Adult Achievement Award. The Assessor network could be a future annual event that is held for Alliance assessors.  The alliance members will go back to Newbattle College to review the need for the staff to hold the assessor award.  **PKC Community Empowerment Toolkits (SD) –** Toolkits are in progress currently. A number of staff are completing the 1st part about focused on the National Community Engagement Standards. Pete will circulate a toolkit that was developed by Edinburgh University.  When the toolkit is ready and available, Fife will be asked to have a look at it and invite staff to the Fife Engaging Champions Group once ready to to present as they are also currently developing new training around Community Engagement.  Numbers who have completed the Community Empowerment E module is 57 in Dundee, 29 in P&K, (235 IN PROGRESS), 9 IN Fife (11 in progress). VW had discovered that as the module had been updated those in progress may have completed part of the old version and since updated looks like they are still in progress.  **Memo of Understanding –** Sue shared updates for agreement. If any changes or feedback is to be made email Sue prior to the next meeting.  **Workplan –** Sue updated the group on the workplan amendments. All alliance papers are currently available on i-develop for anyone to view. If anyone wants past paper’s please contact Sue who can access these.  **Newsletter –** Some comments were made regarding the location of the photos. Vicky Wilson to look for better photos that may be available. Praxis lunches is a joint venture with Uni and Dundee Council and logo for the University to be added. | RM/TR/GB/SD  SD/PG  ALL  VW/SHS |
| **9.Sub Group Update**  Youth work sub-group had met and it was agreed Alliance staff to attend the Fife Principles and Practice course on Tuesday 9th September 6.30pm-9.30pm and Saturday 21st Sept 10am-3pm at the Lomond Centre, Glenrothes. Dundee have a rep coming to observe the course.  There was brief discussion about pathways which includes SQA accreditation and the PDA in youth work course which will be linked to the SQA assessor workshop.  As an initial area of work the Fife Principles and Practice course will be shared to see if this can be replicated. TR struggling to get staff over to Fife so will deliver briefing locally. VW to send updated PPT. Sharon will check with P&K staff. | VW/TR/SD |
| **10. AOCB**  Analysis of the workforce has now been published on the CLDSC website. Mirrors many of the Tayside research. Some interesting reading, but similar issues to the Alliance research; Leadership, Digital Skills as areas of concern. Aging workforce so need to consider as an Alliance how are we creating routes for young people to access the profession.  Pete updated there are possible ½ dozen people starting the new work-based route. Programme starts on the 16th September – can extent the RPL module for the Fife students undertaking this so they can access the Uni system.  Sue is looking at howin Dundee the staff are supported into the workbased learning route.  For future agenda discuss Alliance supporting Young People with fee contribution. |  |
| **11. Date of Next Meeting**  Next meeting set for 28th October, 1pm for networking and 2pm for meeting. Mitchell Street, Dundee |  |