

Chair:	Graham Jarvis, Acting Director Education & Social Care, Moray Council	ACTION
In Attendance:	<p>Graham Jarvis, Acting Director Education & Social Care, MC (GJ) Amy Cruickshank, Opportunities for All Officer, MC (AC) Fiona Rolt, Chair of Community Engagement Group (FR) Fiona Robb, Head of Strengthening Communities, HIENT (FRobb) Ian Todd, Community Support Manager, MC (IT) Jackie Andrews, Head of Academic Partnerships, Moray College UHI (JA) Jackie Maclaren, Operations Manager, tsiMoray (JM) Karen Delaney, Community Learning & Development Support Officer, TMC (KD) Laura Sutherland, Acting Health & Wellbeing Lead, Health and Social Care Moray Sarah Burton, Co-ordinator, LEAD Scotland (SB)</p>	
Apologies:	<p>Carmen Gillies, Development Officer, H&SC (CG) Nina Crocombe, Team Leader, Skills Development Scotland (NC) Sheila Campbell, Principal Librarian, MC (SC)</p>	
1	<p>Welcome and Apologies</p> <p>GJ welcomed everyone to the meeting.</p> <p>KD circulated the follow through draft Inspection Report from Education Scotland for everyone to read through. GJ advised that this report is not yet published but has been circulated today for information and for checking any anomalies prior to advising Education Scotland that it is accepted for publication.</p>	
2	<p>Minute of the Previous Meeting – 28 September 2018</p> <p>The Minute was agreed as an accurate record.</p>	
3	<p>Matters Arising</p> <p>Item 3: KD advised that the review of previous CLD Plan did not go ahead due to number of apologies. No updates have been received on the previous plan. KD proposes to circulate the previous plan and write a committee report and progress report. Suggest a start date is not indicated but instead undertake a 3 year overview on what has happened and partners can add to this.</p> <p>Looking to create a 3year summary which includes smart impacts and numbers. KD happy to meet with anyone. This exercise must be completed as an evidence piece. Deadline: end of November 2018 agreed.</p> <p>Item 4: KD awaiting response from SWebb. Following</p>	

	<p>discussion, LS agreed that she will review this with CLittlejohn as she has had discussion with him around their QA measures. ACTION: LS discuss with CLittlejohn</p> <p>Website: KD has met with ICT and this is moving forward. CLD Plan will be available on-line when site is complete.</p> <p>Item 6: KD submitted returns survey to Education Scotland. tsiMoray submitted a separate response regarding sharing of information.</p> <p>Item 7 Workforce Strategy Update – KD had a recent conversation with Rocket Science who is undertaking the survey. Moray has had 30 returns from staff but a low return from volunteers. KD feels that the survey is not easy to complete and it may be that volunteers don't feel comfortable completing. IT suggested that following future meetings, perhaps discussion could be had to encourage survey returns with volunteers and discuss the survey with them. FR highlighted that the language used in the surveys can be a barrier particularly as it indicates workforce strategy and a volunteer may not wish to be involved in this. KD has requested a meeting in Moray with Rocket Science.</p> <p>Item 8: National CLD Network – JM and KD attending the session around community capacity building. Agreed there was useful information regarding participatory budgeting; the presenter for the PB session is happy to attend other areas with this presentation if it would be considered useful. If anyone requires further information on this, please contact KD directly.</p>	LS
4.	<p>CLD Improvement Plan and 2018-21 updates from partners</p> <p>KD highlighted outstanding items.</p> <p>Adult Learners Forum - JA advised that currently only one month in to teaching therefore no further forward on this. First main meeting with students recently but there was not the time to introduce something different; on agenda for next meeting; move forward but can't do anything without students backing to drive this.</p> <p>CLD Event – JA advised that there is no update from college around this however this was further discussed at the meeting.</p> <p>Following discussion around a future CLD event, it was agreed that it would be better to aim for a specific month to target and try and tie in with other events to avoid any major clashes; JA agreed that this would be a sensible approach and give the students something to work towards. Various dates were considered and</p>	

	<p>agreed that 9th April 2018 for 2 weeks would be the best two weeks.</p> <p>AGREED: CLD event 9 April 2019 for 2 weeks.</p> <p>KD highlighted around clarifying core learning offers; around youth work in Moray there needs to be further work done on family learning. KD advised that this will risk will remain at Amber. It remains challenging when it comes to volunteers, it is how this is expressed and delivered. Difficulties again arise with the use of terminology being used by Education Scotland; using this terminology can put Learners at a disadvantage. Agree that it is a challenge to convince Education Scotland to change their terminology as those who are classed as Learners, don't see themselves as this and they won't engage. eg. Elgin town hall people who now run it are classed as learners. How is this handled? Public don't see themselves as learners!</p> <p>2018 new plan – how as a partnership do you want to take this forward and looking at the statistics and information gathered to date? Data is not robust; need to be clearer where our starting point is so that we can define the journey otherwise will be same criticism coming back. KD suggests look at one area and to make it simple; suggest everyone looking at volunteering within the area you work in; for the progress visit, we ask the inspectorate to support us looking at data we have all collected and see how they deal with this. We can put forward the challenges around this. eg. tsiMoray signpost; LS can show how many groups supported and volunteers.</p> <p>KD created a starting point by circulating a template round the table. Set out in such a way as you need to know what area people are working in; start gathering information from 01 November 2018.</p> <ul style="list-style-type: none"> • By populating the table, this will feed in to the CLD story • request that people be as specific as possible • end column is for any comments • as much information to be included that is realistic within the timeframe • KD confirmed it is information within the partnership and within our knowledge base, showing what we have. • Be mindful that there is a wider scene out there. • Need agreement on this going forward • If this can be completed with the volunteering information, then Education Scotland can be asked to comment on this • This task will also respond to criticism around lack of co-ordination across partners • Important to try and capture and estimate of the amount of hours undertaken by volunteers; helps inform the amount of 	
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	<p>work being undertaken by volunteers</p> <ul style="list-style-type: none"> • If anyone is aware of a case study out there, please let KD know <p>Information is required by 21 November 2018. The information contained within the completed template will be straightforward and less threatening and should highlight good examples of volunteering.</p> <p>FRobb highlighted that volunteering is a good subject to choose as HIENT is recognising issues around volunteer burnout.</p>	
5.	<p>Embedding CLD, what does this mean and how do we do it?</p> <p>KD suggest that partners look at what came up in progress visits and provide any feedback directly back to KD by Tuesday 13 November 2018.</p> <ul style="list-style-type: none"> • Change CLLF group name to current name, CLD Strategic Partnership • Number 2 – around self-evaluation – considered a lack of focus of CLD planning across Buckie community • No local forum or partnership driving this forward as there is no CLD service • Reality is, there is no resource to support another facility • Locality networks developing are specifically for integrated children's services. • Still need to ascertain what CLD driver there is in each ASG – will vary between ASGs. • Need to be able to define this as this is where place based inspections will be going next – no wellbeing officers to facilitate this. <p>Following discussion, KD suggested that it would be useful to have a focus session on this before the end of the year. This is likely to be constantly challenged in the future. A focus session will provide information on CLD work in this. There were some concerns around timescales due to current work being undertaken and coping with occurring changes. KD confirmed that the challenge is that whatever we do, we have to be able to evidence this by March 2019; there is a requirement for a strategic and operational response. Unless we move on this now, it will keep coming up but if work is undertaken now, the next round of inspections could look very different.</p> <p>As there is a meeting of the group already scheduled for the morning of 12 December 2018, agreed that this will now consist of a short Business Meeting followed by a focus session.</p>	

	<p>ACTION: ALL - Consideration to be given as to who else should be invited. Think about who else may be invited to this session; core people who we can influence for this session.</p> <p>Agreed to extend meeting time to span 9.15am – 12.15pm and access a larger venue for this.</p>	ALL
6.	<p>Education Scotland: Progress Visit and Support sessions Good practice session Montrose 1/11/2018</p> <p>There had been limited feedback for progress visits. Suggestion to have a small group focussed on adult learning and another on volunteering.</p> <p>FR asked about information on how other authorities where there is no CLD presence perform in inspections; how do they manage to achieve their good, very good, excellent marks from the Inspectors. KD confirmed that it is unlikely that the inspectors would discuss this but information can be sought directly from other authorities.</p> <p>Discussion around lead session on the Wednesday morning with Inspectors:</p> <ul style="list-style-type: none"> • Do we want them to start the conversation with embedding CLD? • What does a good learning offer look like? • response on progress visit is that we deal with whatever comes through the door. • We need to be smarter on this. • Specific session on third sector involvement; JM to speak with FV regarding this; • what can be offered for people to want to come to inspection meeting. <p>ACTION: JM</p> <p>Return visit will look at Buckie to see what has improved.</p> <p>AC had to leave the meeting.</p> <p>4 sessions:</p> <ul style="list-style-type: none"> • What a good learning offer looks like • Asking strategically to take materials in terms of volunteering and taking them to how do we embed a CLD service; what does it look like • Examples of good practise from elsewhere • 3rd sector specific focus session 	

7.	<p>LOIP, the 10 year plan and the LOIP investments pilots</p> <p>IT outlined the summary from the reports previously circulated. Reminded that it is an 8 step circle and currently at step 5. There will be an interim report on progress submitted to the CPBoard on 08 November 2018.</p> <p>New Elgin East</p> <ul style="list-style-type: none"> • Core group on the ground • CSU staff, LS team and SLeonard's team; • involvement with youth work and engaging across the area. • 2nd phase between now and Christmas and there are more events planned; • strengthening core group to take the action plan forward with what has come out of the consultation. <p>05 December 2018 – David Allan, Scottish Community Development Centre (SCDC) is visiting Moray to meet with staff involved in LOIP and also local people involved in process to see what their experiences have been; in planning stages. He will also look at management and operational staff.</p> <p>Issues – timescales that have been set are very tight; and will be unable to sustain this in the future due to volume of effort/work required.</p> <p>Buckie</p> <ul style="list-style-type: none"> • leaflets circulated in specific postcode areas. • Engagement events specific to Buckie central east. • Challenge was that this had to be undertaken during the summer when it was the school holidays therefore this resulted in a lack of educational information. <p>IT meeting SLeonard today to look at positive implications in relation to LOIP in both areas and how this integrates in to LMGs.</p> <ul style="list-style-type: none"> • Core staff found it very challenging; LS confirmed it has been a good partnership piece of work; involved weekends and out of hours. • Recognise that areas are different with different themes and different approaches • Future – 5 more areas • need to look at timeframe for the future areas to be undertaken. <p>IM confirmed that he would arrange for all information to be circulated to Community Engagement Group (CEG) too.</p>	
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	<p>FR question about how this fits together and will fit together with locality networks and locality management teams. Have an east and west split and have already decided what their priorities are. Their focus is on children and families.</p> <p>How do locality networks relate to LOIP? – question for going forward for people living in the areas as it can become confusing. LS can take this back to the Strategic Oversight Group.</p> <p>IT's role is to facilitate the engagement around LOIP. Concern would be how do we sustain community involvement following the report? Reports will be submitted to CPOG to see how the action plans are; this will be for CPOG to see how this will be managed and the best people/place for this to sit. Who will manage what is left?</p> <p>If DAllan's visit fits in with a CLD Network meeting, then it would be useful to invite him along. IT confirms that issues we are finding are not unusual to Moray and have been highlighted in other areas too.</p> <p>KD advised to ensure that for each plan, you are ensuring that all the equalities groups are targeted too; IT confirmed that yes this has happened.</p>	
8.	<p>Partner Updates</p> <p>IT advised that under Community Asset Transfer (CAT), there have been 7 community centres and 4 town halls dealt with. Currently undertaking capacity building at the moment with the groups; get in to the halls and facilitating support programmes through appropriate agencies. Agreement for 7 groups that over the next 2 years, aim for Keystone which is recognised as the gold standard in the voluntary sector for managing a centre; active volunteers; each agency will have a learning folder with all the steps for Keystone.</p> <p>Completed budget consultation exercise; involving pop ups, open sessions at the library, meeting representatives of 64 groups under threat in Elgin Community Centre.</p> <p>FRobb advised that HIENT is actively engaged specifically with 2 of the 7 CATs; there is real potential for enterprising activity which is where HIE sees its role;</p> <p>Looking at new schools programme and what they might look at in the future.</p> <p>Try and help with the volunteer numbers; portfolio for 20 organisations all with volunteer boards.</p> <p>FRobb confirmed that it is good to be back at this table and</p>	

	<p>involved in the future of the CLD agenda.</p> <p>LS advised that at the Faculty of Public Health Conference last week, Moray won best poster in category 1 for 'Baby Steps' which took into accounts it's visual impact, clarity of content and the contribution to public health.</p> <p>Also their 'Fit Life' post for access to Leisure for care experienced young people won best poster in category 2, in recognition of successfully involving several organisations in driving forward health improvement and services.</p> <p>ACTION: LS to share posters</p> <p>LS offered a big thank you to tsiMoray for help. Undertaken a programme to utilise food and focus money to undertake participatory budgeting around 'you choose to be healthy'; used almost as a scoping exercise; start plotting out where things are and where things aren't happening</p> <p>CEG had a recent development session around tools available and what is available in terms of community engagement.</p> <p>Conference on Participatory Budgeting on Friday 09 November 2018. The idea is to try and sell PB to everyone; people will be attending the meeting from Aberdeen City and Aberdeenshire too with a representative from COSLA. Additionally there will be attendance from an MSP and input on work done around participatory budgeting in Glasgow.</p> <p>CEG meeting on 04 December: KD to present volunteering policy at that meeting</p> <p>JA advised that a local student from Elgin was awarded Scottish Student of the Year. This is good accolade for the college. The individual's focus is on mental health within the community</p> <p>New structures are in place and everyone is working hard to pull everything together. JA's own team is involved in the Moray Growth Bid; offering a business enterprise HUB and a lot of work going forward to get this operational.</p> <p>Sector days happening at moment; over moray pathways; lot of community engagement, businesses, volunteering taking part in these sector days – next steps will be showing what is available.</p> <p>Attainment figures for Moray College UHI are higher than they have ever have been. Figures will be published in January 2019.</p>	<p>LS</p>
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9.	<p>AOCB</p> <p>None</p>	
(i).	<p>CLD Strategic Partnership Membership</p> <p>No discussion.</p>	

10.	Next Meeting Wednesday 12 December 2018 9.15am-12:15pm , Large meeting room, Elgin Youth Café 9.15am-9.45am – Business Meeting 9.45am-12.15pm – Focus Group Session (agreed at Item 5 above) Wednesday 09 January 2019 9.15am-10.45am , Committee Room, Moray Council HQ Wednesday 13 February 2019 9.15am-10.45am , Committee Room, Moray Council HQ	
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