



# COMMUNITY AND LIFELONG LEARNING FORUM

Notes from the meeting held on 29 June 2018 from 1130-1300 hours

<b>Chair:</b>	Graham Jarvis, Acting Corporate Director, Education & Social Care, MC	<b>ACTION</b>
<b>In Attendance:</b>	<p>Karen Delaney, Community Learning &amp; Development Support Officer, MC (KD)</p> <p>Iain MacDonald, Children's Wellbeing Manager, MC (IM)</p> <p>Laura Sutherland, Health &amp; Social Care Moray (LS)</p> <p>Carmen Gillies, Development Officer, H&amp;SC (CG)</p> <p>Fabio Villani, Chief Officer, tsiMoray (FV)</p> <p>Ian Todd, Community Support Manager, MC (IT)</p> <p>Graham Jarvis, Acting Director, Education &amp; Social Care, MC (GJ)</p> <p>Nina Crocombe, Skills Development Scotland (NC)</p> <p>Sarah Burton, Co-ordinator, LEAD Scotland (SB)</p>	
<b>Apologies:</b>	<p>Jane Munro, DWP (JM)</p> <p>Jackie Maclaren, Operations Manager, tsiMoray (JMac)</p> <p>Jackie Andrews, Associate Director of Curriculum and Quality, Moray College UHI (JA)</p> <p>Denise Whitworth, Director Corporate Services, MC (DW)</p> <p>Susan Maclaren, Head of Integrated Children's Services, MC (SMac)</p> <p>Sheila Campbell, Principal Librarian, MC (SC)</p>	
<b>1</b>	<p><b>Welcome / Apologies</b></p> <p>GJ welcomed everyone to the meeting and apologies noted.</p> <p>Notes from the Development Session which was held prior to this business meeting.</p>  <p>2018 06 29 notes from the CLLF Develo</p>	
<b>2</b>	<p><b>Minute of previous meeting held on 25 May 2018</b></p> <p>With amendments from JMac and KD, the minute of the meeting was approved.</p>	
<b>3</b>	<p><b>Matters Arising</b></p> <p>FV advised that tsiMoray is not satisfied with the process in respect</p>	

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	<p>of sharing of the draft inspection report before it was published as some of the comments would have been challenged. This will have an impact on their reputation which they feel is inaccurate. FV is taking this to the next tsiMoray Board meeting to ascertain if they wish to take this matter forward.</p>	
4	<p><b>Governance Arrangements</b></p> <p>This was discussed during the discussion at the development session earlier this morning. Following discussion at this session, the preferred suggested governance arrangements can be found here. This proposal will be taken forward by GJ/DW through CMT and then submitted to CPOG and CPBoard (attached)</p> <p> 20180629 CLLF Notes.docx</p> <p>KD asked for agreement on process of reporting, what goes where and when; in particular the CLD Plan which requires to be agreed. GJ advised there are no committee meetings during the summer recess however IM suggested that key partners can reach agreement on the CLD Plan in the first instance and once this is complete, the CLD Plan can be submitted to the CPBoard for final approval at their meeting on 13 September 2018. FV recommended that the CLD Plan is submitted to CPOG in the first instance to their meeting on 24 August 2018 and then to CPBoard for final approval. <b>AGREED</b></p> <p><b>ACTION:</b> aim for presentation of draft CLD Plan to CPOG meeting on 24 August 2018; draft subject to approval by CPBoard at their meeting on 13 September 2018.</p> <p>Submission of CLD Plan deadline date is 01 September 2018.</p> <p>Following discussion it was agreed that a further meeting is required before CPOG in August to go through the CLD Plan and agree a draft. Suggest that CEG members are invited too.</p> <p><b>ACTION: AMc</b> set CLLF meeting date for July 2018; <b>UPDATE: Meeting set for 27 July 2018 at 9.00am</b></p> <p><b>ACTION: KD</b> provide draft prior to next meeting in July 2018 to</p>	KD


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	<p>circulate to everyone therefore if unable to attend, comments/suggestions can be put forward.</p> <p><b>ACTION: GJ</b> discuss with chair of CEG to ascertain whether they be invited to the meeting in July 2018 for discussion on the CLD Plan draft.</p> <p><b>ACTION: GJ</b> discuss with chair that the draft CLD Plan is added to CEG agenda for their meeting on 14 August 2018.</p> <p>FV asked whether there has been any progress following the meeting on 15 June where governance was discussed to include CLLF governance/CLD. IM advised that he has been advised that this has not been progressed.</p>	<p><b>GJ</b></p> <p><b>GJ</b></p>
5	<p><b>CLLF Membership</b></p> <p>The following recommendations for membership were discussed as additions to the current membership of the group:</p> <p>Education representative – KD suggested Neil Johnson, Head Teacher at Buckie High School</p> <p>RIO/QAPPT – suggest involvement in some way to provide a level of scrutiny; QA role. IM advised that KD role can provide a level of scrutiny and suggested that some meetings are scheduled with KD and a RIO to look at specifics around the key areas of weakness in how we gather data, measure data and then evidence this.</p> <p><b>ACTION: KD/IM</b> agree way forward</p> <p>Sports Development - KD approached Kim P and it was agreed that she will receive minutes of meeting</p> <p><b>ACTION: AMc</b> to add KPaterson to circulation list for information only</p> <p>Strategic level for CLLF: GJ has had discussion with the Chief Executive around how we deliver given that we are 'squeezed' as an authority. Need to reaffirm with inspectors around what is realistic and possible.</p>	<p><b>KD/IM</b></p>


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	<p>Police – would need to agree what their role would be and how this adds value to the group. Agreed that Inspector level or above for attendance.</p> <p><b>ACTION: IM</b> to take forward and discuss with police</p> <p>It was confirmed that IT is a crucial member of the group particularly in respect of LOIP. Need to ensure there are correct links for who attends these meetings. Additionally, IT provides a link to CEG as he is part of that group in an advisor capacity. KD has been invited to attend CEG meetings to present specific topics as required.</p> <p><b>ACTION: IT</b> to produce a report to CEG on this group.</p> <p>Strategically tsiMoray want to ensure that the correct people are on this group from tsiMoray. FV advised that this is currently being given further consideration and will advise once agreed.</p> <p>YourMoray website – following discussion it was agreed that the final minutes of this group should be posted on the website. Agreed that this should happen from this meeting onwards.</p> <p><b>ACTION: AMc</b></p> <p>It was agreed that Terms of Reference for this group should be circulated to everyone as this will help inform who should be represented on this group and whether the current membership is correct. Following discussion, it was agreed that this would be a 2<sup>nd</sup> agenda item for the additional meeting on 27 July 2018.</p> <p><b>ACTION: KD</b> to produce draft Terms of Reference and circulate</p> <p><b>AGENDA item</b> for 27 July 2018 meeting; Draft Terms of Reference.</p>	<p><b>IM</b></p> <p><b>IT</b></p> <p><b>AMc</b></p> <p><b>KD</b></p> <p><b>Agenda</b></p>
6	<p><b>LOIP – standing item</b></p> <p>IT updated the group and advised that the process is currently at stage 3, raising awareness and promoting proposals. Buckie area is slightly further ahead in the process than Elgin.</p> <p></p> <p>LOIP Engagement APPENDIX 1.docx</p>	

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	<p>Buckie hosted a practitioner event in June 2018; around 30 people attended across a range/mix of agencies. The presentation at the event outlined why Buckie had been selected as a pilot area for locality planning. A stakeholder group has been formed consisting of 12 practitioners and 4 community members and their first meeting was held on 20 June 2018.</p> <p> Buckie and Elgin Update.docx</p> <p>Next step involves asking people to talk to people in the locality across the board with the aim to create a more inclusive group to ensure that people within the locality are in the driving seat. The aim is to create a Locality Plan from the bottom up.</p> <p>Looking for a broader base approach in localities and currently the process is on target. Local elected members have been briefed in their localities. SCDC have agreed to include locality pilots in their Communities Programme; this will mean they will be looking at the engagement process we used and they will work with practitioners on the ground and at a strategic level.</p> <p>Report on 2 pilots will be submitted to the next Community Planning Board meeting in August 2018. Outcome from this will help inform how we go forward for engagement with the remaining localities. There has been investment in the recruitment of a Community Support Officer on a 12month contract to assist in facilitating this process.</p> <p>IT advised that currently they are targeting specific workers in the area to ascertain what life is like for individuals in the area and help get others involved to identify needs in the area. Looking to identify a core group to go to the next stage in the process. This should lead to wider engagement which will take the form of consultation. Also looking at linking in to current work that is already happening in the area.</p>	
7	<b>Moray CLD Plan</b>	

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	<p>KD had shared a template at the previous meeting and has had a couple of responses however it is crucial that all partner organisations use the template to feed back any changes/comments for consideration for the Improvement Plan.</p> <p>IM advised that he has gone through the inspection report and picked out key concerns which have been included within the Plan. Need to recognise that there will be areas that need to be included in the plan which weren't highlighted in the inspection report. The inspectors have requested sight of an improvement plan.</p> <p>There was discussion under Item 3 improvement area. It was agreed that it is not crucial around the single point of contact however it is important that all agencies have an understanding on what is on offer and where this can be found. FV highlighted that is not so much about how they access information/services; people may go to people who they already have a relationship with; important bit is knowing what happens from there on. KD advised that there needs to be the knowledge of where to go for those who don't have digital skills.</p> <p><b>ACTION: KD</b> to take in to consideration comments and incorporate in plan.</p> <p>KD advised that she has received some feedback that was requested on the CLD Plan template however it is important that all partners contribute. KD is available to discuss further if required or to explain what is required if anyone would find this useful. Please contact KD directly to arrange this..</p> <p><b>ACTION: AMc send reminder; deadline 04 July 2018</b></p> <p>KD circulated an outline of the CLD plan. As a group, we know that we need to do things differently and inspectors will go back to this on their return to ascertain what is being done differently.</p> <p>Item 2: KD highlighted that this outlines our review is that we are starting afresh with this new plan, populating targets and building a new governance structure that will scrutinise provision and opportunities and build better outcomes for people. In order to follow</p>	
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	<p>through on this all partners will have to be prepared for these conversations of each others practice.</p> <p>FV highlighted that there needs to be a clear distinction between CLD priorities and priorities included in the current 10 year plan. CLD Plan should provide a more detailed version of what is already contained in that plan.</p> <p>In terms of the introduction, it was agreed that a draft outline should be written and then submitted to the CPB to agree and amend as required. A framework is also required to be agreed and this had been discussed at the development session earlier with a draft suggestions attached.</p> <p>Item 12: KD has met with Don Toonen, Equal Opportunities Officer, MC, to discuss some challenges we face. Need to identify what are the challenges now and if relevant to an existing provider eg. PEEP has been raised. LS happy to work through this as they already have a health equalities checklist</p> <p><b>ACTION: LS/KD</b></p> <p>CLD Plans are currently being rewritten across authorities in Scotland and they all are very different.</p>	<b>LS/KD</b>
<b>8</b>	<p><b>CLD Workforce Development Plan</b></p> <p>This has been shared and is on the CLD Standards Council i-Develop website; information can be found <a href="#">here</a>. Survey has been circulated and all partners encouraged to complete.</p> <p>North Alliance met recently regarding the Regional Improvement Collaborative (RIC) however 3<sup>rd</sup> sector were not invited to this event. GJ advised that RIC is about schools and not the third sector or wider learning therefore this is why the 3<sup>rd</sup> sector had not been invited/included. Should there be consideration given to looking at the wider sector areas where currently there appears to be tension/challenges.</p>	

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	<p>Currently there is money provided to the North Alliance from the Council however in the current climate, this spend cannot be supported. KD highlighted that this will limit CLD workforce development opportunities which is a responsibility of the partnership.</p>	
9	<p><b>Regional Improvement Collaborative and the North Alliance</b></p> <p>The local authority CLD representatives/managers within the Regional Improvement Collaborative have met to influence the CLD targets within the RIC Improvement Plan. There is concern from the North Alliance ( the partnership of CLD providers, local authority and third sector) that third sector colleagues have not been included to date in any of the RIC meetings and therefore does not reflect the potential CLD partnership at the table.</p> <p>KD raised that annually we contribute towards the North Alliance to support CPD delivery and the annual conference. KD sought permission to spend £1000 however this was declined by the chair indicating that this is not feasible for the Council in the current financial climate and he further advised that this spend cannot be supported for the foreseeable future. KD highlighted that this will have an impact on workforce development, sharing practice opportunities and networking which is a key component of CLD Standards Council membership and a legislative requirement to support workforce development.</p> <p>Agreed that this be a standing item on the agenda.</p>	
10	<p><b>Partners Updates</b></p> <p>NC highlighted that there is an Education Scotland review of SDS in September 2018.</p>	
11	<p><b>AOCB</b></p> <p>Inspectors return 14/15 August 2018</p> <p><b><i>Update: information has been circulated to all partners around the visit in August by the inspectors.</i></b></p> <p>There was some discussion around recording trends for the future</p>	



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	and it is recognised that although this may take quite a bit of time to undertake, it is essential for future governance.	
12	<p><b>Date of Next Meeting</b></p> <p>KD outlined scheduled development sessions below:</p> <p><b>Tuesday 14 July 2018 1.30pm-3.00pm Development Session,</b> Elgin Youth Café</p> <p><b>4.00-5.00pm Development Session, CPPB and Senior Management Team</b></p> <p><b>Wednesday 15 July 2018 9.30am-midday, CLD Practitioners across Moray focus on delivering the learning offer, Harvest Centre, Elgin</b></p> <p>Future Business Meetings</p> <p><b>Friday 27 July 2018, 9.00am-10.30am,</b> Room 200, Council HQ building (2 item agenda)</p> <p><b>Friday 31 August 2018, 9.00am-10.30am,</b> Room 200, Council HQ building</p> <p><b>Friday 28 September 2018, 9.00am-10.30am,</b> Committee Room, Council HQ Building</p>	