

COMMUNITY AND LIFELONG LEARNING FORUM

Notes from the meeting held on 27 July 2018 9.00am-10.30am

Interim Chair:	Graham Jarvis, Acting Director Education & Social Care, MC	ACTION
In Attendance:	<p>Graham Jarvis, Acting Corporate Director, Education & Social Care, MC (GJ) Carmen Gillies, Development Officer, H&SC (CG) Jackie Maclaren, Operations Manager, tsiMoray (JM) Karen Delaney, Community Learning & Development Support Officer, MC (KD) Laura Sutherland, Health and Social Care Moray Sheila Campbell, Principal Librarian, TMC (SC) Nina Crocombe, Skills Development Scotland (NC) Sarah Burton, Co-ordinator, LEAD Scotland (SB) Fiona Rolt, Chair of Community Engagement Group (CEG) (FR) Andrea McArthur, Minute Taker (AM)</p> <p>Ian Todd, Community Support Manager, TMC (IT) Jane Munro, DWP (JM) Jackie Andrews, Head of Academic Partnerships, Moray College UHI (JA) Iain Macdonald, Children's Wellbeing Manager, MC (IM)</p>	
1	<p>Welcome and Apologies</p> <p>Graham welcomed everyone to the meeting, particularly Fiona Rolt who is the Chair of the Community Engagement Group (CEG).</p> <p>FR has been invited today to represent CEG and as to whether representation from CEG is required under the membership of the future CLD Strategic Partnership.</p>	
2	<p>Minutes of the Previous Meeting – 29 June 2018</p> <p>Not discussed</p>	
3	<p>Matters Arising</p> <p>N/A</p>	
4.	<p>Draft Moray CLD Plan</p> <p>KD had circulated the document and highlighted the following:</p> <ul style="list-style-type: none"> • still work required be undertaken by some partners, particularly advising of baseline figures. • Need to evidence what information we know already and where that information can be found. 	

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- A number of the targets are from consultation work and events which have been held.
- It is vital that local people who have signed up to attend events, can then see that their contribution has been heard. Not necessarily always able to address matters that have arisen however can see that they have been heard and the matter debated.

Input and Outcomes

- There has been a variation in the way people have reported this.
- Outcomes are challenging in terms of savings however we must show the intention
- After year 1, what difference/improvement has been made to people/communities – this is what is required.

Measures

- need to be smart targets as this is what will be selected in terms of performance and reporting

KD had met with Amy C who is currently looking to develop a consortium which is similar to what the previous Moray Adult Learning Partnership was; could the MALP be combined in to this consortium? One provision is around servicing a number of groups and learner's voice. The College is taking forward the Learners Forum to the student association thereby ensuring it is a cross age representation on the forum. The events course students at the College will be involved in delivering the forum therefore this provides an effective involvement and sustainable way forward for the College and this forum.

KD would like to hear from partners about trying to grow the succession planning for community groups.

- Want to ensure that community groups are vibrant organisations and representative of the communities they serve.
- Federation of village halls, community councils and community engagement groups do not have an age profile that is reflective and this continues to be a concern across the board.
- As a partnership, how do we take this forward?
- FR advised that community members are being asked to look at this
- Not likely to happen unless community associations are vibrant on the ground.

Agreed that this is a crucial target and would need someone to lead on this.

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	<p>Support for organisations to be more open and to encourage younger people to get involved. Need to get young people involved for the future security of groups. LS suggested targeting young person organisations that use facilities eg. scouts using a hall and see this as a natural progression to get young people involved in the future and take some ownership. Look to promote and raise awareness of facilities and community groups.</p> <p>AC is involved in a Youth Participation Strategy and discussion as to whether there could links in to this? NC suggested discussion with MScott as to how it fits in to structure of pathways. Might become an opportunity for senior phase young people to get involved in third sector and community led organisations. How do you encourage young adults to join community groups in addition to young people? Current make up of community organisations tends to be an older age group.</p> <p>ACTION: KD discuss with AC/MS to see if this can be taken forward through the Youth Participation Strategy.</p> <p>FR suggests involvement at an early stage in organisations and keep them up to date and involved going forward; include area forums in this too.</p> <p>KD to amend details around local authority budget which has to be available for participatory budget.</p> <ul style="list-style-type: none">• Recognise there are still some gaps which present challenges• Clarify core learning offers and youth work family/adult learning.• Have to be able to provide information on universal offer in terms of adult learning/youthwork/children's work and what is the target position.• Engagement team involved in targeted provision• need to look at within our schools and how young people can gain access to guidance and support when you need it outwith the school day and in the school day. <p>All partners are involved with the strategic elements.</p> <p>Part of reason for regulation for CLD is linked to improving chances of people who are most vulnerable hence the reference to Fairer Moray Forum and current work being undertaken around poverty. KD advised that discussion is</p>	<p>KD</p>
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	<p>ongoing around this and this target will be revised following a recent meeting with Kross. It was agreed that we as a partnership, should identify key places in larger communities where there will be a CLD presence and look at how this could be covered eg. through volunteers, staff surgeries. LS highlighted that a clear, simple system for the Foodbank worked more effectively. ACTION: KD/LS to work on this target</p> <p>Item around learning from external practise of other authorities was raised in the recent inspection report. Intention is to arrange for key school staff and CLD staff to visit school(s) in the central belt to include engagement team members, head teacher and possibly depute guidance. Agreed that this can't be taken forward until after the summer break. ACTION: GJ to discuss with VCross to take this forward</p> <p>AGREED: KD to take forward the delivering of the annual CLD Partnership report.</p> <p>Publicity section is self-explanatory.</p> <p>Sports development progressing and this will consist of straight targets in terms of achievements and people, training of coaches. They cannot attend meetings.</p> <p>KD asked everyone to focus on baseline data and to contact KD directly if they want to meet to discuss any part of the plan.</p> <p>It is recognised that there will be a lot of duplication between different partners/agencies however once the information is pulled together we can distil this.</p> <p>SC highlighted that there is still further discussion to be had regarding ESOL and she will take this forward with Gary Robertson, Moray College UHI. ACTION: SC progress discussion around ESOL with Moray College UHI</p> <p>KD stressed that people do not understand what CLD is therefore it is important to train people on this to ensure that they understand the content of the plan. Partners need to talk CLD when sharing information and show what is happening. Should any funding become available in the future appropriate discussions can be had to agree which organisation(s) are best placed to take forward priorities.</p>	<p>KD/LS</p> <p>GJ</p>
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	<ul style="list-style-type: none"> KD has an outline easy read one page poster which will provide a link to the full document for community groups/halls. <p>Check whether there is permission to use the Glasgow school of art work 'every cup of tea.....'</p> <p>ACTION: JM to take this forward and advise KD</p> <p>KD What is our branding going to be? This could link to promotion in succession planning. SB confirmed young people need to know what is the benefit to getting involved; marketing is challenging; different for different audiences. Seek some student volunteers who could take part in some marketing; ask JA to get lecturers on board for taking forward promotion of this too. 3 year strategy so plenty of time to promote.</p> <p>Revised draft plan can be found here; updated following comments at this meeting.</p>  <p>A CLD Plan - 1st Draft.docx</p>	<p>SL/IMacD</p> <p>JM</p> <p>JA</p>
5.	<p>Draft Terms of Reference</p> <p>Discussion around the draft Terms of Reference:</p> <ul style="list-style-type: none"> Arts development? There is interest however not had an opportunity to link in. <p>ACTION: JM to take this forward with Place Partnership</p> <p>SB suggested that the document specifically refer to this being a partnership plan under this group. Need agreement and clarification on membership and how reference is made to them.</p> <p>Following further discussion, it was agreed that KD would circulate revised/updated terms of reference.</p> <p>ACTION: KD</p>	<p>JM</p> <p>KD</p>
6.	<p>AOCB</p> <p>Inspectors visit timings are slightly changed and first session will now commence at 13:45pm 14 August 2018. KD confirmed that members of this group should be attending this meeting and focussing on how we work as a partnership. Additionally, Community Planning Board members, senior management team and elected members are invited too at 16:00 hours.</p>	

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	<p>Session on the morning of 15 August 2018 Previously found that staff and volunteers who have undertaken this training had a better result following inspections as there was more clarity, coherence and understanding of expectations. .</p> <p>Email KD directly with names for either of the sessions.</p>	ALL
7.	<p>Date & Time of Next meeting</p> <p>Friday 31 August 2018, 9.00am-10.30am, Meeting Room 200, Moray Council HQ (<i>Advance apologies submitted from SBurton</i>)</p> <p>Friday 28 September 2018, 9.00am-10.30am, Committee Room, Moray Council HQ Building</p>	