

Notes of meeting – Thursday 21st May Edinburgh City Council Buildings

Present Diann, Elenor, Fiona, Maureen, Clark, Dinah

Apologies Vicky, Oonagh, Karen, Ian, (Ross and Gary)

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| **Description** | **Comments / updates** | **Actions** |
| Chair of meeting | * Diann welcomed as chair
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| **Matters Arising** |  |  |
| HMI Inspections | * Indication that there will be a themed inspection looking at awards and accreditation Falkirk and East Lothian will be selected for this.
* CLDMS Group may be subject to inspection around the Regulations
* (22nd June)
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| Joint meeting of Consortia | * No update on
* NB since the meeting – Mandy has e-mailed with a date to be held in Glasgow / Optima Building. Two reps to represent Consortium. Date has given as Monday 29th June 2.00
 | Elenor to check with Mandy on progress  |
| Support from Education Scotland | * No update on funding
* Elenor sent Mandy extracts from documentation re purpose of SE consortium
* Diann provided some additional material if needed
* Suggested that Mandy should be invited to a future meeting to share updates
 | Elenor to contact Mandy and Phil to advise of Diann as Chair of the ConsortiumElenor to check with Mandy re future funding, and possibility to come to future meeting  |
| **Agenda Items** |  |  |
| Funding / Finance | * Funding has been transferred to CTSI - £8127.54
* Diann has misc. receipts to be reimbursed – Invoice to be sent to Maureen
* Graham Ogilvie invoice to be processed
* OST boards and resource box located in Edinburgh City Council to be invoice from Falkirk Council
 | Elenor to prepare letter |
| Event | * Passing the Power to Communities CLD conversation – sub group met
* Event has been set for 9th September
* Diann, Clark and Elenor went to look at City Chambers. Accommodation is complimentary for style of event, comfortable and well equipped. Carton Hotel was working out much more expensive. Education Scotland is contributing £600 towards the cost of the event
* Maximum 80 participants
* Questions circulated – and all happy for sub group to refine
* Discussed participation and agreed that 2 community activists should be targeted from each Consortium membership area
* Alert flier to be produced and sent out to members to circulate and retain notes of interest
* Members to take responsibility for circulating to CLD partnerships, CCP’s, CLD partners, Voluntary sector partners, and known community activists
* Tricia constructing launch element of Community Activist Training Resource
* Table hosts – Jim Macdonald and John Galt from sub group / Fiona / Elenor / Diann / Clark / SCDC - plus Tricia if Maureen agrees to facilitate world cafe
* Suggested Maureen to facilitate World Cafe (or Tricia)
* Diann to MC the event and welcome from Consortium
* Event pack – to contain programme, blank note paper, list of questions / Consortium background and membership / invitation to join
* Registration on the day with badges
* 14th August cut off for registrations
 | Elenor to create Alert and circulateMember to circulate to local networks and retain notes of interest |
| Community Activist training pack | * Still in progress
* Front cover design circulated to group members and had been updated as per feedback at last meeting
* Elenor had liaised with Graham Ogilvie about designing bespoke illustration
* Focus group regrouping to review the materials and date has been set for 23rd June
* Fiona indicated that the Community Engagement Team in Stirling would be interested in delivering a pilot
 | Elenor to Liaise re printing of pack with Tricia |
| Consortium membership | * Agreed need to establish membership from Mid Lothian and West Lothian
* Fiona would check West Lothian
* Dian would check Mid Lothian
 | Diann and Fiona to check membership |
| Self-Evaluation / development planning | * Agreed to hold off self-evaluation till later date
* Number of development activities in progress – but review at future meeting
 | Pending  |
| Schedule of meetings / events | * **Sub group planning for CLD conversation Wednesday 17th June, 1.30 for 2.00** – sandwiches provided – GMC Grangemouth
* **Community Activist review – Tuesday 23rd June** 11.00 till 1.00 plus light lunch **1.00 till 2.00** - GMC Grangemouth
* **Consortium Meeting – Tuesday 23rd June** following CA review meeting, **2.00 till 4.00** – GMC Grangemouth. Members to join CA members for **lunch 1.00 till 2.00**
* **Consortium meeting – Thursday 30th July** – Edinburgh City Council Buildings, **11.00 till 1.00**
* **Consortium meeting Thursday 20th August** - – Edinburgh City Council Buildings, **11.00 till 1.00**
* **CLD Conversation** Wednesday 9th September
* **Consortium Meeting – Wednesday 23rd September – 1100 till 1.00** Edinburgh City Council Buildings
 | All as apprpriate |
| **AOCB** |  |  |
| Web page | * Elenor updated re Alan Milson input at Standards Council Workforce Development Committee meeting about developments to offer hosting to LA’s. Group agreed that it might be worth exploring whether this could be an option for the Consortium. Agreed it would be worth asking Alan to come to a later meeting
 | Elenor to contact Alan Milson re possible meeting to explore further |