**MINUTES OF MEETING**

Edinburgh Council, Waverley Court, Edinburgh

**Wednesday 16th March 2016 at 11.00 am**

**Present:** **Diann Govenlock** (chair) (East Lothian), **Elenor MacDonald** (Falkirk), **Vicky Petrie** (Edinburgh), **Clark Whyte** (Clackmannanshire), **Derek Catto** (West Lothian), **Norrie Tait** (Borders)

**Apologies:** **Ian McIntosh** (West Lothian), **Julie McGrath** (CTSi), **Karen McGowan** ( Midlothian) and **Fiona McLean** (Stirling).

1. **The minutes of last meeting** (Wednesday 17th February 2015) were approved as an accurate and true record of the meeting.
2. **Matters arising**:
3. **Feedback from Consortia Meeting (2th Feb)**:

Elenor, Karen, Julie & Derek attended on behalf of our Consortium (please see separate report). There was general consensus that it had been a productive day with inputs received from each Consortium present (Ourselves, Northern Alliance, Dundee/Tayside & Glasgow/West).

There was a discussion on Education Scotland's potential role going forward, with inputs from HMIe, CLD Standards Council, CLDMS, Education Scotland and Scottish Community Development Network.

The Northern Alliance have their own web presence, we have our space on i-develop and the others have not yet reached that stage. It was suggested that links to each other should be put on our web spaces. Availability of online CPD opportunities could also be more widely advertised across the consortiums.

Norrie has developed a 'well-being' wheel at Borders Council which he will share at the next meeting. It is proposed to have another Consortia Day in December 2016/January 2017 or to have it as part of the CLDMS Conference. Graham Hewitt (CLDMS) will explore the possibility of this and Karen Delaney will take the 'well-being' wheel forward. It was also suggested that any future Consortia days should factor in enough time for the sharing of good practice and practical advice on making it work for others.

It was generally agreed that the development of 'core PI's' across the sector would give good baseline information to build from.

1. **Community Activist Pack** - The pack is now on i-develop (240 files) and the Consortium would like to put on record their thanks to Derek and VickY for their work in making this happen. The various units have been uploaded and appear on our platform individually. Access to the pack requires further discussion as presently we only have a 'group space' on i-develop, which restricts those who can gain access to it. A discussion followed on methods of widening access to the pack with ideas including making each Consortium are representative a 'key contact' with regards to facilitating local use and the possibility of booking space for a workshop at the Northern Alliance Conference. An example feedback sheet for the pack is included with the attachment for these minutes. Wider access issues will be worked on with the expectation that that the pack will be housed in more accessible space on the site. A **recording/reporting system** needs to be developed so we can track and record the use of and feedback on the pack. Karen Delaney has offered to facilitate the promotion of the pack.
2. **CPD Certificate/Database:** A proposal to make membership of the **CLD Standards Council** dependent on 35 hours of annual cpd has given us the opportunity to contribute towards this.. Derek is currently developing acertificate of completion cpd certificate and would appreciate if members of the consortium would send him their Council/Third Sector logo for use on the finished certificate. Elenor suggested setting-up some form of database to record events, Consortium meetings attended and time spent at various events, etc and was happy to draft this.
3. **Consortium Finances:** We recently received an invoice from Tricia (£1,500)

 We currently have approximately £4,000 balance in our account.

1. **Steve Skinner Event - 9th June 2016**: The next planning group meeting for this event will be on Tuesday 5th April, 1pm at the Camelon Education Centre. There will be approximately 6 places available at the event for each consortium area. Elenor will send-out an e-flyer which we can distribute among our networks. The catering contribution by the consortium will cost approximately £400 with Falkirk Council paying Steve Skinner's fees.
2. **Informal Networking Event:** At the moment, the most likely venuewill be the South Bridge Resource Centre on Thursday 8th September. Initial idea is to have the event from 4-9pm (access for setting-up from 3pm). The focal point of the event is yet to be discussed, as is entertainment on the night.
3. **The Development Plan** remains ongoing.
4. **Next meeting (11am):** Wednesday 18th May (Room 1.20) Waverley Court - Edinburgh Council HQ