

Edinburgh Community Learning and Development Partnership (ECLDP)
23rd May 2019, 10 – 11 30am
Central Library

| | Attended | Apologies |
|--|--------------------------------|------------------|
| | Ian Brooke (IB) (Chair) | |
| | Paul McCloskey (PMc) | |
| | Hana MacKechnie (HMac + notes) | |
| | Helen Bourquin (HB) | |
| | Peter Strong (PS) | |
| | Jackie Stewart (JS) | |
| | Tommy George (LE) | |
| | Paul Wilson (PW) | |

| No. | Decisions | Comments |
|------------|---|--|
| 1. | Revised Terms of Reference discussed and agreed. | |
| 2. | Decision has been made the structure of the ECLD Partnership will be that of the partnership and specific task orientated working groups as required. This is instead of the board and delivery group structure previously discussed. | |
| 3. | Decision made that membership needs to be reviewed as currently there are 21 people on the circulation list | PMc has asked that each member organisation review the role and remit to identify whether they should be on the partnership, and identify who from the organisation is best placed to attend (Action 1) |
| 4. | Organisations invited to be part of the ECLD Partnership are listed in the ECLD Plan but will also include Scottish Fire and Rescue Service (SFRS) and (where appropriate) members of the Edinburgh Partnership Board. | It was suggested that the membership should be wide, and that those taking part should have capacity to make decisions on behalf of their organisation. |
| 5. | It was fed back that at the previous meeting a decision was made that Chair and Vice Chair would be appointed every two years (instead of annually) and they should not be from the same organisation (Action 2) | |

| No. | Decisions | Comments |
|------------|--|-----------------|
| 6. | It was fed back that at the previous meeting it was decided that the next meeting scheduled for the 4 th of July would be delivered as a half day workshop on the ECLDP Plan particularly focusing on Stage 3 of the Monitoring, Evaluation and Reporting (MER) cycle and linking the plan to the wider LOIP (Local Outcome Improvement Plan) | |
| 7. | Suggestion that it could be useful to hold an annual meeting of all working group members and the governance group to showcase the work of the Partnership | |
| 8. | Suggestion that 4 July meeting will include a consideration of what needs to be the focus for next year in terms of priorities, with an associated revised plan developed over the summer and this reaching final version in October. Important to see the connection with the three themes in the new Local Outcome Improvement Plan for the City. | |

Actions (agreed at previous meeting)

| No. | Action | Who Responsible for | Comments |
|------------|--|----------------------------|---|
| 1. | Email to be sent to all current members of the ECLDP, plus SFRS and Edinburgh Partnership to ask <ol style="list-style-type: none"> 1. Upon reading the role and remit of the ECLDP, is your organisation able to contribute? 2. If so, who from your organisation is most suitable to attend? | PMc | |
| 2. | Point 7.1 in the Terms of Reference is to be changed to read “ The roles of Chair and Vice Chair will be appointed every 2 years from within the membership of the ECLDP, however must not be from the same organisations.” | PMc/IB | |
| 3. | Half day workshop to explore the ECLDP Plan to be planned for the 4 th of July. | JH/CM/RD | Time/Date/Location may need to be changed to accommodate half day workshop. |
| 4. | LOIP Priority Lead Officers to be invited to help facilitate workshop in order to make links between ECLDP Plan and LOIP. | MM | |
| 5. | Impact of Community Based Universal Youth Work Research report to be circulated to Education Leads, SERIC and Edinburgh Partnership Board | LE/MM/PMc | |