

**Edinburgh Community Learning and Development Partnership (ECLDP)**  
**25<sup>th</sup> April 2019, 3.00-4.30pm**  
**Board Room, Central Library**

	<b>Attended</b>	<b>Apologies</b>
	Ian Brooke (IB) (Chair)	
	Paul McCloskey (PMc)	
	Rebecca Dey (RD) (notes)	
	Kay Penman (KP)	
	Archie Campbell (AC)	
	Sheila Duncan (SD)	
	Laurene Edgar (LE)	
	Moyra Burns (MB)	
	John Heywood (JH)	
	Sam Wallace (SW)	
	Michele Mulvaney (MM)	

**Decisions**

<b>No.</b>	<b>Decision</b>	<b>Comments</b>
<b>1.</b>	As the ECLDP is mentioned in the new Edinburgh Partnership Governance Framework, all members were asked to familiarise themselves with this document. The document has been informed by a period of review and consultation involving partners and wider stakeholders in the City	Document has previously been circulated by MM, and can also be found <a href="#">here</a>
<b>2.</b>	Revised Terms of Reference have been agreed with a few minor adjustments needed	See amendments below
<b>3.</b>	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.	
<b>4.</b>	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 <b>(Action 1)</b>

No.	Decision	Comments
5.	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 members of the Edinburgh Partnership Board.	
6.	Clarity was sought by MB around the remit of the working groups in relation to learning and development opportunities, it was agreed that this meant opportunities for capacity building which would ensure common understanding across partners.	
8.	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 <b>(Action 2)</b>	
9.	It was decided that the next meeting scheduled for the 4 <sup>th</sup> 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 (Locality Outcome Improvement Plan)	JH, Christine McKechnie (CMc) and RD to plan and deliver half day workshop <b>(Action 3)</b> MM to contact LOIP priority lead officers to see if they will provide support for this. <b>(Action 4)</b>
10.	LE gave an overview of the universal youth work impact report which has recently been published. Report particularly beneficial in light of funding cuts and decision made to feed up to Edinburgh Partnership board and Educational leads through the South East Regional Improvement Collaboration (SERIC).	MM to take report to Edinburgh Partnership Board and PMc to take to SERIC. <b>(Action 5)</b>

## Actions

<b>No.</b>	<b>Action</b>	<b>Who Responsible for</b>	<b>Comments</b>
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"> <li>1. Upon reading the role and remit of the ECLDP, is your organisation able to contribute?</li> <li>2. If so, who from your organisation is most suitable to attend?</li> </ol>	<b>PMc</b>	
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.”	<b>PMc/IB</b>	
3.	Half day workshop to explore the ECLDP Plan to be planned for the 4 <sup>th</sup> of July.	<b>JH/CM/RD</b>	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.	<b>MM</b>	
5.	Impact of Community Based Universal Youth Work Research report to be circulated to Education Leads, SERIC and Edinburgh Partnership Board	<b>LE/MM/PMc</b>	