

SEF Adults and Communities SAG 1 October 2009, 10-12

Edinburgh Napier University

Apologies & Absences: Callum Maguire (Heriot-Watt University), Adrian Kitchen (Oatridge College), Andrew Lawson (Forth Valley), Ian Cockbain (Stirling University), Lindsay Hewitt (Open University) Alistair Charnely (West Lothian)		Sederunt: Kerry Musselbrook (South East Forum), Eilidh Chalmers (South East Forum), Myra McCabe (Telford), Lande Wolsey (Queen Margaret University), Sian Fiddimore (Access To Industry), Ruth Howard (SWAP-East), Wendy MacAdie (Jewel & Esk), Bruce Penman (Stevenson), Neil Speirs (University of Edinburgh), George Wilson (Edinburgh Napier), Lydia Kerr (Edinburgh Napier) Yvonne Shaw (Management Exchange), Jane Fowell (Forth Valley).			Minutes Taken By: Eilidh Chalmers
No.	Agenda Item	Action	By Whom	When	Status
1.	Welcome and apologies	The group introduced themselves and apologies were noted. George Wilson was introduced and welcomed to the group as the Napier representative replacing Jenny Paul and Lydia Kerr was also welcomed to attend this meeting as she had been involved in the interviewing for the Community Strategy work.			For information
2.	Minutes of last meeting (P1)	The Minutes of the last meeting (19/02/2009) were approved.			For information
3.	Matters arising	Director advised that Phil Denning (HMIE) had been approached to join this group however he is going to join the Young People's SAG and has agreed to support SEF more widely such as through events and seminars. The Forum Director confirmed that SEF was required to submit an annual report by the end of the year and the SFC had confirmed that the data we were collecting was acceptable.	Forum Director Forum Director	End of 2009	For information For Information

		Forum Director reported that supporting young care leavers and offenders is being picked up in one of the SEF Seminars and other Forum area staff would be invited		26 th November	For Information
4.	National Up-date (verbal report – Forum Director)	<p>KM reported to the group that the SEF schools programme was currently being reviewed by the SFC and a similar consultation can be anticipated for SEF's work with Communities in time for the next 2 year operational plan.</p> <p>SF Asked for clarification around the planning schedule and timings for this.</p> <p>KM highlighted that the schedule is tight, with the January meeting currently being used to review outcome data.</p> <p>WM proposed that an additional meeting date be scheduled to help with the planning for the future and the January 2010 meeting be used to review outcome data.</p> <p>KM reported to the group that there had been a communities event meeting for the 4 Forums, held in Perth on the 16th September. This had been useful in bringing the 4 forums together and a starting point for better communications and closer working.</p>	<p>KM</p> <p>KM</p> <p>All</p>	16 th December 09	<p>For information</p> <p>For Information</p> <p>For Information</p>
5.	Up-date on CPD Transitions Unit (verbal report)	WM provided the group with an up-date on the CPD Transition Unit: It will be ready in March to begin a small pilot after Easter. They are currently looking at how technologies can be used to support the process.			For Information

		<p>KM asked when would be a good time to disseminate findings and it was agreed that the group would discuss this at the January 2010 meeting.</p> <p>WM advised that there was a course descriptor now available which the group may be interested in commenting upon. EC to circulate for the entire group.</p>	<p>All</p> <p>Comm & Admin Officer</p>	<p>January</p> <p>As soon as available</p>	<p>On going</p> <p>For Comment</p>
6.	Community Transitions Strategy	<p>KM welcomed and introduced Yvonne Shaw from Management Exchange to the group.</p> <p>KM also thanked BP and LK for helping to interview. Along with RH.</p> <p>YS presented to the group, outlining the methodology and key stages in the 6 month consultation.</p> <p>YS reported that she was looking to form an operational Steering Group to work together and guide the project forward. KM, BP, LW and GW volunteered to be members.</p> <p>YS is looking for any recommendations for reading material for the desk based element to be sent to her.</p> <p>YS suggested using an online facility to help with sharing of ideas and to keep the entire group up-to-date and informed of progress. LinkedIn or Yahoo are examples. EC will take this forward</p> <p>YS advised that she would submit a short monthly operations report to SEF and will attend</p>	<p>KM, BP, LW, GW</p> <p>All</p> <p>EC</p> <p>YS</p>	<p>As appropriate</p> <p>As a priority</p> <p>As a priority</p> <p>12th</p>	<p>On going</p> <p>On going</p> <p>On going</p> <p>On going</p>

		<p>the next SAG meeting on the 12th November and will provide and up-date on work. At the additional scheduled meeting in December YS will provide the Consultations Findings Report to help shape the next stage.</p> <p>The final report being available at the end of February, with the draft report being available for the 14th January 2010 meeting.</p> <p>The following areas were discussed by the group:</p> <p>NS commented on the methodology being sound and highlighted the importance of the desk based work in setting the work within the context of literature and policy drivers. While also looking at wider geographical community examples.</p> <p>GW sought clarification in what the group meant by community transitions and it was agreed it meant transition from any point of learning.</p> <p>BP highlighted that there was limited time available for the consultation and it should focus on how to make the biggest impact. YS added that she would seek support from this group in how to do this.</p> <p>The Group clarified the purpose of the consultation; in helping SEF indentify what the gaps in the provision are and how to fill them, adding value to the good work that SEF programmes already deliver and not to reinvent what is currently delivered.</p> <p>LW added that the consultation will be useful in</p>	YS	November 16 th December	On going
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7.	Future meeting dates and seminars /events 09/10 (P3) – to Discuss	<p>The group reviewed the planned seminars, NS agreed to host the seminar and meeting on the 12th November 09.</p> <p>SF highlighted the TLC work that is going on in Edinburgh and felt it was important for SEF programme to feed into this. It was agreed that the TLC workers in Edinburgh would also be invited to the seminar on the 26th November or supporting LAYP and Young Offenders. MM would forward names of the new workers.</p> <p>It was agreed that the 16th December 09 at 2-4pm would be the additional meeting date to review outcome date and LW volunteered that QMU would host the meeting.</p>	<p>NS</p> <p>EC & MM</p> <p>LW</p>	<p>12th November</p> <p>As a priority</p> <p>16th Dec</p>	<p>On going</p> <p>Ongoing</p> <p>Ongoing</p>
10.	Date of next meeting	The date of the next meeting is 12 th November 09 at Edinburgh University. This will be a shorter 1 hour meeting followed by a seminar on SCQF and Articulation. EC to send invites.	Communications and Administration Officer	As a priority	Ongoing