**Moray Community Learning & Development Strategic Group**

**Terms of reference**

1. **Purpose**

The Moray Community Learning and Development Strategic Partnership was reformed in 2018 to take forward the CLD legislative requirements that place a duty on the local authority to co-ordinate adequate CLD provision and produce a partnership plan every 3 years. In June 2018 the Moray Partnership agreed to the following terms:

**We will work together to ensure improved life chances for people of all ages through learning, personal development and active citizenship. We aim to enable stronger, more resilient, supportive and inclusive communities in Moray.**

The national definition is that **“CLD should empower people, individually and collectively to make positive changes in their lives and their communities, through learning.”** (Scottish Government 2012)

In order to provide this the Partnership needs to take steps to ensure that Moray’s local practitioners are competent, confident, committed to equality of opportunity, empowerment and social justice. The CLD Workforce, both paid and unpaid, may need access to suitable learning opportunities to progress their needs which is a requirement of the CLD Strategic Partnership to facilitate.

1. **Reporting Structure**

The proposed reporting structure below has been submitted to the Community Planning Officers Group in July to ensure that CLD business flows up to the Community Planning Board and down to local structures. In this way there will be transparency and accountability for CLD business.

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| Community Planning Partnership Board ⮉⮋Community Planning Officers Group ⮉⮋CLD Strategic Partnership ⮉Locality Plans, Learners and Activists |

Approved minutes will be available for the public and partners to scrutinize on Your Moray, the community Planning Partnership website [www.yourmoray.org.uk](http://www.yourmoray.org.uk)

 The national Workforce Development Action Plan will be available on the CLD Standards Council i-Develop page in autumn 2018 and morays provision will be added to this. <http://www.i-develop-cld.org.uk/course/view.php?id=132>

1. **Membership:**

One representative shall attend from the following areas:

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| * National Health Service ( Public Health)
 | * Health & Social Care
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| * Moray College UHI
 | * Sports Development \*
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| * Children’s Wellbeing Officer
 | * Arts Development\*
 |
| * Principal Librarian
 | * Police Scotland/Community Safety\*
 |
| * tsiMORAY
 | * Education representative
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| * LEAD Scotland Area Manager
 | * CPOG designated link
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| * Community Support Unit Manager
 | * Administrator
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| * Skills Development Scotland Officer
 | * CLD Support Officer
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\*Where current resources prevent regular participation minutes will be sent directly to contacts for information and progression. Partners are also able to bring a student/mentee to meetings or sub-groups to observe practice.

1. **Attendance:**

It is essential for good governance that attendees can make decisions, to influence and drive the CLD work of their organisations. Partners are expected to attend core meetings and send an informed substitute when this is not possible.

1. **Meeting cycle:**

The CLD Strategic Partnership shall convene at least 6 meetings per year. There will be 2 development sessions of 3 hours per annum. Subgroups may be created as business develops and individuals may be co-opted for this purpose.

1. **Authority:**

The CLD Strategic Partnership shall report to the Community Planning Officers Group highlighting any business decisions required. The CLD Strategic Partnership has the authority of the Community Planning Partnership Board to take forward the Moray CLD Plan 2018-2021, workforce related functions and CLD inspection activity. The Community Planning Partnership Board and Community Planning Officers group will inform the CLD Strategic Partnership of any decisions that could impact on the delivery of the plan. An officer will be designated by the Community Planning Partnership Board as the key conduit for information at strategic level. The CLD Strategic Partnership shall appoint a suitable chair for their meetings. The administration of the group and CLD Plan will rest with the Local Authority.

1. **Terms of Reference: Partners will**
* Promote and model a learning culture, looking inwards and outwards at practice
* Work to the CLD code of ethics
* Promote membership of the CLD Standards Council and encourage use of i-Develop
* Provide quarterly updates on the CLD Plan targets for monitoring purposes and planning for improvement
* Actively promote community learning and development opportunities in a range of media contexts including Inside Moray
* Gather and share learner and activist feedback from consultations ad initiatives
* Promote the CLD Strategic Partnership to their networks using the terms “Community Learning & Development”
* Scrutinize the learning from the Locality Plan pilots and make decisions based on this knowledge
* Develop an annual CLD celebration of learning report & contribute to CLD month
* Contribute or encourage workforce participation in a Moray CLD professional network (3 meetings) and North Alliance/ Regional Improvement Collaborative seminars or subgroups
* Seek and maximise current and potential resource opportunities to benefit learners and activists
* Write up good practice to contribute to the Moray CLD professional knowledge page
* Evaluate and review the CLD Plan and contribute to future targets
1. **Freedom of Information and Complaints:**

Partners will handle any Freedom of Information requests or complaints in accordance with their procedures, however issues linked to the Partnership should be reported to the CLD Support Officer who will progress under the local authority processes.

1. **Approval dates:**

CLD Strategic Partnership 27/7/18 tbc

CPOG: 15/8/18 tbc

1. **Date of next review:** July 2019

Author: KD