

MINUTE OF THE PRACTICE DEVELOPMENT GROUP MEETING

Tuesday 12th December 2017

Present	<p>Siobain Byrne – acting Chair Hugh Campbell Brenda McGrann Michele Taylor Joanne Jones Stephen Dallas Steven Law Jacqueline O’Loughlin David Gardiner Norma Rea Michael McAlinden Eamonn Fleming</p>
Apologies	<p>Arlene Kee Philip Glennon Dearbhla Ni Ruanaidh</p>

1.0	<u>Minutes of the previous meeting 14 November 2017</u>
1.1	Amendments were agreed for 2.6 and 3.5 EF will amend for redistribution to PDG
2.0	<u>Matters arising from previous minutes</u>
2.1	There was a request for some more information on GSL. An overview was provided by SB.
2.2	Eti will deliver the 5 workshops on understanding the inspection process between January and March 2018. SB will liaise with Eti in relation to the dates and venues.
2.3	Engagement Framework training to be completed by the end of January 2018. Responses highlighting outstanding training needs are required as soon as possible to AK/SB.
2.4	The Engagement Framework report will be completed by mid-February.
2.5	Outcomes report on the pilot will be ready in draft format for the meeting of PDG on 23 January 2018.
2.6	SB will provide some verbal feedback on the NICVA audit reports at the PDG meeting on 23 January.
2.7	It was noted that the papers received from HC on mental health were helpful. PDG members thanked HC for making these available.

3.0	<u>ETI Inspection feedback</u>
3.1	JJ requested that the support for inspection papers be put on hold pending feedback from the ETI. SB will discuss this with JJ.
3.2	JJ pointed out that from the ETI perspective the emphasis for support should be provided post inspection and that any group funded by the Department of Education and with a significant provision may be inspected and should be ready for inspection at any time. JJ also provided further points relating to the Supporting Inspection document.
3.3	JJ noted that the inspection process is constantly evolving and that up to date information can be accessed on the ETI website www.etini.gov.uk
3.4	PDG members provided a range of sector feedback on the purpose and importance of the supporting inspection document and also provided feedback on the revised safeguarding evaluation form.
3.5	JJ thanked PDG members and noted that she appreciates feedback, particularly on and from the youth service. She noted that she would feedback comments to the ETI team. It was agreed that any further feedback could be provided to JJ directly or forwarded to EF for collation and forwarding to JJ. This feedback should be forwarded by 10 th of January 2018.
4.0	<u>PDS Action Plan</u>
4.1	Updated document was tabled demonstrating progress.
4.2	Key Target 12 – “To complete 6 regional workshops to support voluntary youth organisations in their planning” DG will come back to AK after the meeting of the RVYO Steering Group on the 13 th December.
5.0	<u>Workforce Development Strategy</u>
5.1	MMcA provided an overview of the strategy document. The voluntary sector requested further time to provide feedback to PDG. A request was made for a representative of EA to attend the next meeting of the Strategic Forum meeting.
5.2	The voluntary sector will provide written feedback to EF for circulation prior to the next PDG meeting on the 23 rd January 2018. DG noted that every effort would be made to work to this. He noted however that the SF will not meet until 17 January to agree their feedback.
6.0	<u>AOB</u>
6.1	Members were asked to note that the PDG meeting on the 6 rd March will now be from 10am – 3pm, with lunch provided. This will facilitate the development of PDS Action Plan for the 2018 – 2019.

7.0	<u>Key action(s) for next meeting</u>
7.1	OBR draft report to be circulated for next meeting.
7.2	Workforce Development Strategy – feedback from the voluntary sector to be received and circulated.
7.3	Feedback submitted to ETI (JJ or EF) by 10 January 2018.
7.4	Feedback from DG to AK on workshops.
7.5	EF Training needs to AK and SB.
8.0	<u>Date of next meeting</u>
8.1	<p>23 January 2018 (10am, Rathvarna Lisburn)</p> <p>6 March 2018 (10am – 3pm, Rathvarna Lisburn)</p> <p>24 April 2018 (10am, Rathvarna Lisburn)</p>