

MINUTE OF THE PRACTICE DEVELOPMENT GROUP MEETING

Tuesday 23rd January 2018

Present	Arlene Kee Hugh Campbell Brenda McGrann Michele Taylor Dearbhla Ni Ruanaidh Martin Kelly Steven Law	Jacqueline O'Loughlin David Gardiner Stephen Dallas Siobain Byrne Norma Rea Michael McAlinden Eamonn Fleming
Apologies	Joanne Jones Philip Glennon	

1.0	<u>Minutes of the previous meeting 12 December 2017</u>
1.1	Pt 4.2 – Change wording to “RVYO Steering Group”
1.2	Pt 5.1 – change to reflect that a request was made for someone from EA to attend the Strategic Forum meeting and inform a collaborative response.
1.3	It was noted that not all discussions or conversations can be recorded in minutes, as was the case with some feedback to ETI which was not recorded as part of the minutes of the previous meeting.
1.4	With the above points noted, the minute was then accepted as a true record of proceedings.
2.0	<u>Matters arising from previous minutes</u>
2.1	GSL; A member of the Eti - John Mc Cavana - will participate in the forthcoming GSL Summit programme. This will support the direct transmission of GSL learning to the Inspectorate.
2.2	Engagement Framework; SF requested that RVYO's have a further training workshop on the EF. This will be provided via co-ordination by the SF.
2.3	Support for Inspection; The framework being developed will be parallel to the current arrangements and processes in the formal education sector. The formal sector maintains a database of schools to ensure readiness for inspection. This aspect will be added to our developing framework and will ensure consistency of approach between formal and non-formal.
2.4	PDS Action Plan Key target 12; “To complete 6 regional workshops to support voluntary youth organisations in their planning”. DG noted that there are two emerging themes; data protection and outcomes based reporting, In addition members noted the need for support on planning for business. The next meeting of the Strategic Forum (12 th Feb) will discuss requirements and inform AK.

3.0	<u>Workforce Development Strategy; Feedback from Voluntary Sector;</u>
3.1	Feedback has been provided in written format by YCNI and will be circulated to PDG members by AK for consideration.
3.2	Due to bad weather the planned meeting of the RVYO Strategic Forum did not take place in December and is now scheduled to take place on the 12 th February. This will enable written feedback to be agreed and submitted.
3.3	In the interim DG provided some initial verbal feedback as follows; need to ensure clarity on the fact that the strategy relates to DE/EA funded youth work only, the definition of the workforce, the status of volunteers and addressing their needs, how the strategy was informed, evidencing impact of the strategy, post qualifying framework for professional staff etc. To support further discussion AK updated members on ongoing matters relating to the EA transformation including the EA's duties as outlined in legislation.
3.4	DG invited AK & SB to attend the meeting of the RVYO Strategic Forum on the 12 th February. This would allow for clarification and ensure a full context is presented.
3.5	Further feedback should be forwarded as tracked changes to EF (group secretary) for the 12 th February. A meeting will then be arranged to carry out further work on the draft report and present it to a future PDG meeting before it is forwarded to RAG.
4.0	<u>Outcomes Report</u>
4.1	NR provided an overview of the OBR pilot and presented the findings of the draft report. The document is not currently for wider circulation.
4.2	AK will meet with key representatives to consider how to take agreed outcomes forward and suggest how the pilot can best provide confidence, knowledge and skills to the field.
4.3	Further it was noted that a "Think Tank" could be established to carry out some work on the Engagement Framework to develop its capacity to reflect work with disengaged and detached young people. This would also consider further action for OBR work. This could be tabled at the proposed meeting with key representatives.
5.0	<u>NICVA Audits</u>
5.1	Audits have been completed and the outcomes currently under consideration.
5.2	SB provided an overview of outcomes. Themes emerging include; For local voluntary management committees an ongoing need for training in various areas such as registration with the Charity Commission, refresher training on governance in addition to, training on employers responsibilities, data protection, safeguarding, company law, risk assessment, financial management etc. For RYVOs one of the key areas identified was the need for training on the General Data Protection Regulations (GDPR). NICVA will be delivering some plot work emanating from the reports before 31 March 2018

6.0	<u>PDS Action Plan</u>
6.1	The latest update was presented for information.
7.0	<u>Equality and Inclusion Strategy</u>
7.1	The first draft of the Equality and Inclusion strategy was tabled for information, and members asked to take time to review and feedback at the next PDG meeting 6 March 2018.
7.2	E&I Strategy to be emailed to members.
8	<u>Action Points</u>
8.1	<p>A series of actions were agreed from the meeting as follows;</p> <ul style="list-style-type: none"> a) PDG will require representation from Local Youth Organisations to support the delivery of the new Action Plan of the group. (This will be mirrored by the PMG also) b) RVYO Strategic Forum to review current representation on the PDG and agree future nominations. c) Engagement Framework – 1 further workshop to be delivered for RVYO groups. d) Workforce Development – all tracked changes to be provided through EF for the 12th February. e) AK and SB will attend the Strategic Forum meeting planned for the 12th Feb. This will enable an engagement on all issues with a particular focus on Workforce Development. f) A date for EA Officers to meet with; Youth Council, Strategic Forum and Youth Work Alliance representatives on key themes to include; Workforce Development, Engagement Framework (detached and outreach issue), Outcomes (capacity building) and develop targets for next year’s PDG Action Plan.
9.0	<u>Date of next meeting</u>
9.1	<p>6 March 2018 (10am – 3pm, Rathvarna Lisburn)</p> <p>24 April 2018 (10am, Rathvarna Lisburn)</p>
9.2	<p>The meeting of the 6th March will involve the following suggested agenda;</p> <ol style="list-style-type: none"> 1. Review of action plan 2017-2018 2. Report to RYDP 3. Targets/Action Plan for PDG 2018-2019 4. Membership of PDG 5. Specific areas to progress– Engagement Framework, Outcomes Based Reporting, Workforce Development, Equality and Inclusion, Quality Assurance Report and Quality Assurance Framework.