

MINUTE OF THE PRACTICE DEVELOPMENT GROUP MEETING

Tuesday 6th March 2018

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

	Welcome and Introductions
	Siobain Byrne welcomed Mary Field (YWA) to the PDG.
1.0	<u>Minute of the previous meeting – 23 January 2018</u>
1.1	The minute was accepted as a true record.
2.0	<u>Matters arising from previous minutes</u>
2.1	The RVYO Strategic Forum will be hosting a conference on Monday 12 th March. This will address the outstanding PDS Action Plan target for voluntary sector planning workshops (ref pt. 2.4).
2.2	It was noted that the attendance by AK and SB at the Strategic Forum meeting on the 12 th February was both welcome and informative (ref pt. 3.4).
2.3	Written feedback on the draft Workforce Development Strategy is being prepared by the RVYO Strategic Forum. This will be ratified at the conference on Monday 12 th March and forwarded to EF by Tuesday 13 th March for consideration in the review process.
2.4	Practice Development Group representation from the RVYO Strategic Forum will also be reviewed at the Strategic Forum conference on Monday 12 th March.
3.0	<u>Practice Development Group Terms of Reference</u>
3.1	A revised Terms of Reference for the PDG will be considered by EA for tabling at a future meeting.
4.0	<u>Update on Action Plan Targets</u>
4.1	Workforce Development Paper – feedback from RVYO Strategic Forum will be available on Tuesday 13 th March (as per pt.2.3)
4.2	The Outcomes Pilot Report was noted as accepted. The next stage will explain how

	to engage the sector fully in OBR and Outcomes Framework.
4.3	Equality and Inclusion Strategy – The paper was noted as accepted and an associated one year action plan may now be required. It was noted that an audit tool may be required for both voluntary and statutory. PDG members commented on the volume of PDG work and information. Members referred to understanding and making links across the work. JO'L will share a recent example of a connection diagram from a recent play paper.
4.4	Engagement Framework – This is now included in the annual youth service application form (NIYSA). A link to support materials that includes a video clip is also provided on the EA website. An analysis of returns for 2017/2018 will be useful. An Engagement Framework for Detached/Outreach work is being considered using 3 categories; <ul style="list-style-type: none"> • Numbers of YP contacted • Numbers of YP referred • Numbers of YP involved in a project
5.0	<u>Quality Assurance Report</u>
5.1	The Quality Assurance Report was noted as accepted and recommendations will be integrated into the PDG Action Plan for 2018-19.
6.0	<u>Quality Assurance Framework – Inclusion of Outcomes</u>
6.1	The one page addendum was noted as accepted. It is intended to add the addendum to the Quality Assurance Framework.
7.0	<u>PDS Action Plan – 17 – 18 Update</u>
7.1	Progress across the Action Plan was reviewed and updated.
7.2	YWA queried if part time groups would have the opportunity to attend Support for Inspection Workshops.
8.0	<u>PDG Work Achieved 2017 - 18</u>
8.1	A summary paper of work achieved was shared for information. This will be used to inform actions for the upcoming Action Plan 2018-19.
9.0	<u>PDG Action Plan 2018 – 19 – Workshop 6 March 2018</u>
9.1	A workshop was held to develop actions for key areas of work in the year ahead. Notes were taken and will be integrated into an updated draft PDG Action Plan for 2018 – 19.
10.0	<u>Date of Next Meeting</u>
10.1	Tuesday 24 th April 2018 – 10am, Rathvarna Youth Resource Centre