#  Practitioner Networks

**Minutes of the Learning and Development meeting**

**held on 24 July 2023**

**via Microsoft Teams**

**Present**

Sue Leonard (Chair) PAVS

Alison Mawby BAVO

Alison Pritchard WCVA

Amanda Carr SCVS

Bethan Williams Mantell Gwynedd

Claire Sterry PAVO

Elen Notley WCVA

Kelly Chamberlain WCVA

Patrick Downes TVA

Perminder Dhillon CAVS

Sara Sellek WCVA

 **Apologies**

Eve Jones WCVA

Karen Vowles VAMT

Lisa Yokwe Interlink

Stephen Tiley GAVO

Teleri Davies CAVO

Tessa Willow FLVC

Wendy Gilbert WCVA

# **1. Welcome and introductions**

Sue Leonard, Chief Officer at Pembrokeshire Association of Voluntary Services (PAVS), introduced herself as the Chair of this Practitioner Network and members introduced themselves as and when they spoke.

# **2. Notes of meeting held 17 April 2023 and matters arising**

The minutes of the last meeting, held on 17 April 2023 (previously circulated) were agreed.

**Actions from previous meetings**

Most actions were closed, some remain ongoing (CRM). SS to provide an update on ongoing actions at the next meeting in October.

# **3. Learning & Development Strategy Action Plan Proposals**

### 3.1 Recommendations

**General**

Agreed that this was more a statement than recommendation. AM highlighted that not every CVC responded to the survey so difficult to gauge capacity. SS suggested one to ones with the CVCs that didn’t respond but noted this could be a capacity issue for WCVA to take on this task.

**Training Development**

SS gave an overview of this point adding that there was a need to understand more about what skills each partner possessed in the learning and development space and if any gaps are present.

**Training Delivery**

There was general confusion regarding regional and national delivery. SS agreed that some clarity on the recommendation would be helpful adding that a combination of both may be the best approach.

It was generally agreed that a combined approach would work best.

CS mentioned that skills should be identified and then used whether that’s nationally or regionally adding that within the TSSW framework it was important to share skills.

AC suggested starting with a smaller amount of courses, testing both regionally and nationally.

There was a general consensus of developing a skeleton program initially to test for 12 months using courses that are ready to be used.

**Co-ordination**

SL asked group how feasible it was to set an annual calendar of training. SS stated that she felt it was feasible but due to capacity issues previously highlighted she felt that a dedicated resource such as a co-ordinator was needed to take on moving forward with the recommendations and implement.

**Administration**

It was generally felt that more clarity on this recommendation would be welcomed.

A discussion followed on Eventbrite and it was decided that more consideration and research needed to take place before signing off. Tocyn to be considered as an alternative but was agreed by all that whatever the system it should be easy to use, integrated with CRM, not expensive for both user and CVC and finally, fully bilingual. Licenses and resourcing also to be considered.

**Marketing and Promotion**

SS suggested developing some templates that all partners could use, such as a shared marketing/comms pack. These resources would need to be regularly reviewed and updated by all. SS added that in terms of promotion, each CVC has a website which could be used as well as social media channels and also the Knowledge Hub.

CS suggested also using CANVA (free design tool) for promotion.

**Platform**

It was agreed by all to use Zoom.

**Quality Assurance**

It was agreed that instead of setting up the recommended sub-committee now, that the conversation should be continued at the next meeting and should appear as an agenda item.

**Action 1:** Agenda item for next meeting – Quality Assurance recommendation, continued conversation.

**Financial Strategy**

There was a general feeling that courses should be charged as people are more likely to turn up if they have booked and paid for a course.

It was decided by all that a smaller sub-group will be required to discuss this in further detail.

It was suggested that this topic be raised with CEO’s. SL to discuss with CEO’s at next CEO’s monthly meeting and feedback.

**Action 2:** SL to discuss financial strategy with CEO’s at next CEO’s monthly meeting and feedback.

**Bilingual**

Recommendation accepted by all

# **4. Updates/ confirmation of next steps and key points to feedback to TSSW Board**

 SS gave an overview of updates.

Agreed by all that a Co-ordinator role be proposed at next TSSW Executive meeting on September.

**Action 3:** Co-ordinator role proposal to be taken to next TSSW Executive meeting in September (SS)

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# **5. Any other business**

PD notified group that this would be her last meeting as she was leaving CAVS. SL thanked PD for her contribution and wished her well on behalf of the group.

# **6. Date and venue of future meetings**

16 October 2023 – 10am to 12noon

25 January 2024 – 10am to 12noon

**Learning and Development Practitioner Network**

**Summary or actions**

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| **Actions from 24 July 2023 meeting** |
| **No.** | **Initials** | **Action** | **Update**  | **Status** |
| 1 | ALL | Conversation on Quality Assurance to continue at next meeting – to be added to agenda |  |  |
| 2 | SL | SL to discuss Financial Strategy with CEO’s at next CEO’s monthly meeting and feedback.  |  |  |
| 3 | SS | Co-ordinator role proposal to be taken to next TSSW Executive meeting in September |  |  |
| **Actions from 17 April 2023 meeting** |
| **No.** | **Initials** | **Action** | **Update**  | **Status** |
| 1 | WG | Wendy to reissue guidance document around categories on the CRM | Wendy to update | Ongoing |
| 2 | WG/RJ | Wendy to speak with Rhodri Jones about amending the text for the category ‘Non pillar’ to ‘Added value’. | Wendy to update | Ongoing  |
| **Actions from 18 January 2023 meeting** |
| **No.** | **Initials** | **Action** | **Update**  | **Status** |
| 1 | WG | Incorrect course recording on the CRM Wendy to contact each CVC and request them to correct a course if recorded incorrectly for future monitoring. | Wendy to update | Ongoing |
| 2 | WG | Wendy to look at the courses that do not fit in existing categories? | Changed classification of courses under queries, ie first aid, food hygiene as Non-pillar/Other training (CRM has been amended to Non-pillar/Other training | Ongoing  |
| 4 | WG | Wendy to circulate guidance on recording courses on the CRM | This will be produced once the core learning offer has been agreed | Ongoing |
| **Actions from 25 July 2022 meeting** |
| **No.** | **Initials** | **Action** | **Update**  | **Status** |
| 9 | SS | Sara to follow up the progress of any discussions had by Ruth with sister councils around NCVO materials. | NCVO have redeveloped their website and now have a single site sat behind a membership paywall. Sara will check access to this for TSSW at the next meeting of the Sister Councils | Open |