

TSEF Executive Group Meeting
Online Meeting at 3.00pm on Thursday 1st October 2020
Notes & Actions

Present:

Grant Alexander- Link Group (Chair)
Blyth Deans - The Lennox Partnership
Louise Goodlad – Princes Trust
Rachel Le Noan – SCVO
Tommy McDade – Barnardos (Notes)
Leona McDermid – Aberdeen Foyer
Clare McIntyre – Scottish Government
Amelia Morgan – Venture Trust
Jamie Rutherford – Enable Scotland
Robin Turner – Routes to Work

Apologies:

Hazel Benza – Scottish Government
Lorna Forrest – SCVO
Leona McDermid – Aberdeen Foyer
Oxana McGregor-Gunn - SAMH

1 Welcome and Agenda

GA welcomed all to the meeting.

2 Secondment Update

CM advised that she had been informed that Hazel Benza's secondment to SG had been extended until September 2021. As Hazels post has been involved in a broad range of third sector partnerships, the exact scope of the extended post has yet to be finalised. This would be undertaken when Hazel returned to work. This news was welcomed by TSEF Executive.

3 Co-option Discussion

An approach had been made to TSEF Executive from a member of the wider forum expressing an interest in becoming a part of the Executive. There is currently no mechanism for refreshing membership of the Executive although this had been identified as one of the priority areas for action in the draft TSEF workplan that had recently been developed. It was agreed that a process for refreshing membership of the Executive should be developed as a matter of priority. The individual who had expressed an interest would be advised of this.

4 Updated Workplan – Feedback from Oversight Group

A draft TSEF workplan had been produced by the Oversight Group and circulated to members ahead of the meeting. The document reflected comments from Executive members and built on the 4 main areas of TSEF activity: Communications, Influencing, Representation and Events. As the work currently being undertaken by Network of Networks was drawing to a close with a final report due within the next 3-4 weeks, it was recognised the need to continue this work and this was also reflected in the draft workplan. The Executive agreed to the establishment of 3 sub groups to take forward delivery of the actions with progress reports to the Executive: Governance, Youth Employability and No One Left Behind. Whilst being led by members of the Executive, it was held essential to seek the involvement of the wider forum in each of the groups. Each sub group would be asked to produce a Terms of Reference ahead of the next TSEF Executive at the end of October. The Executive agreed to sign off the workplan and to the setting up of 3 subgroups for its

delivery. A visual aide of the sub group composition and approach similar to that used in NON initiative would be produced as a guide to the wider Forum.

5 AOB

JR sought approval for the distribution to the forum through Basecamp of a design maturity assessment developed as part of the NOLB Service Design workstream

JR had circulated for comment a draft review of evidence for No One Left Behind produced by the Service Design workstream. Once finalised, this would be published as part of the forthcoming update on NOLB.

6 Date of Next Meeting

It was agreed that as the workplan had now been agreed, the frequency of TSEF Executive meetings should be reduced from fortnightly to monthly beginning with next meeting. GA would issue a revised schedule of meetings. It was agreed that meetings would continue to be held on the Skype platform.

Date of next meeting **Thursday 29th October 2020 at 3.00pm** via Skype

Actions

ACTION	OWNER
GA to provide feedback to member who had expressed an interest in becoming part of the TSEF Executive.	GA
Establishment of 3 SubGroups for delivery of TSEF Workplan. Proposed membership as follows: Governance – GA, BD, LF, RLN. Youth Employability – LG, LMcD, TMcD, AM No One Left Behind – LF, OMG, JR, RT	All
Production of TOR's by each Sub Group	All
Production of Visual Aide	CMcl
Distribution of Design Maturity Assessment	JR
New Schedule of TSEF Executive Meetings and Notetaking	GA