

## Aberdeenshire Learning Community Partnership – Terms of Reference



### Introduction

The Aberdeenshire Learning Communities Partnership (ALCP) brings together agencies involved in the delivery of Community Learning and Community Development (CLD) across Aberdeenshire. The partnership is currently led by the CLD service in Aberdeenshire Council and involves partners from both the public and third sectors. The Partnership was formed in March 2015, with the first Aberdeenshire Partnership CLD Plan being published in September 2015.

In Aberdeenshire the Community Planning Partnership Board has agreed this partnership approach, and Aberdeenshire Council has both endorsed the approach and recognised the critical role of the Council's CLD service as the key bridge between the partners. The Head of Service (Lifelong Learning and Leisure) will be responsible for forming and leading this Partnership which acts on behalf of the Aberdeenshire Community Planning Partnership Board.

The CLD Plan identified four improvement priorities which are being delivered across 17 local Learning Community Partnerships in each network in Aberdeenshire – a network being defined in relation to the geography of the 17 secondary schools in Aberdeenshire.

### Purpose

The partnership has agreed that its purpose is **“Improving learning and development opportunities in our communities”**.

The Partnership will provide leadership to foster cooperation across a range of partners involved in the delivery of learning opportunities across Aberdeenshire and will provide guidance and support to ensure the effective delivery of the CLD Plan.

The Partnership will act on behalf of the Aberdeenshire Community Planning Board and will providing direction to the Local Learning Partnerships and celebrate the engagement and impact on our learners.

### Membership

The partnership core group will comprise of –

- Head of Service (Lifelong Learning and Leisure)
- 1 member from National Health Service – Public Health
- 1 member from Aberdeen Foyer
- 1 member from Aberdeenshire Alcohol and Drugs Partnership
- 1 member from Worker Educational Association
- 1 member from Robert Gordon University
- 1 member from the University of Aberdeen
- 1 member from the Scottish Prison Service
- 1 member from Aberdeenshire Voluntary Action
- 1 member from Federation of Rural Partnerships
- 1 member from North East Scotland College
- 1 member Lead Scotland
- 1 member Skills Development Scotland
- 1 Area Manager Aberdeenshire Council
- 1 member from the Health and Social Care Partnership

The Partnership will ensure that key relevant organisations are invited to input and be consulted on specific actions/projects that will provide the best partnership working against delivery outcomes. The Partnership will review its membership annually.

### **Attendance at meetings**

One named representative is required from each of the core partners. Members will be expected to brief and provide a substitute, to ensure full Partner input at meetings.

### **Meetings**

The Partnership will meet at least four times per calendar year. The establishment and operation of the Partnership will be the responsibility of the Head of Service, who will identify a lead officer/s to chair and facilitate. The Chair will be responsible for calling meetings, agenda and recording. Partners will be given an opportunity to contribute to agenda items in advance of calling notice being issued. Aberdeenshire Council will provide support to record meetings. Partners may attend additional meeting to progress key actions.

### **Authority**

The Partnership has the authority to develop a draft CLD Plan and deliver the approved CLD Plan on behalf of the Aberdeenshire Community Planning Board. The Partnership will have an advisory role to the Aberdeenshire Community Planning Board and the range of contributing organisations involved in the delivery of the CLD Plan.

### **Terms of Reference**

The duties of the Partnership shall be –

- To report and advise on the development and delivery of the CLD Plan on behalf of the Aberdeenshire Community Planning Partnership.
- To inform and support the Local Learning Community Partnerships.
- To evaluate and review the CLD Plan on an annual basis.
- To share and celebrate the work of the Partnership, core organisations and LLCs.
- To host Learner events.
- To make recommendations on changes to policy and practice that will impact on the delivery of the CLD Plan.
- To receive and consider reports.
- To communicate with partners and stakeholders on the work of the Partnership.
- To foster cooperation and where appropriate share resources across partners.
- To share data/information to inform decision making and priority setting.
- To contribute to Education Scotland Inspections and other quality assurance measures.

### **Reporting Procedures**

The approved minutes of all Partnership meetings will be available to all partners and through Aberdeenshire Community Planning Board. The Partnership will review the CLD Plan annually and publish an Annual Impact Report. The Partnership will hold learner events and Elected Member briefings to profile achievements and to report on progress.