

## **Argyll and Bute Community Learning and Development Partnership Terms of Reference – Digital Skills Workstream Group**

### **Introduction**

The Community Learning and Development Partnership is a strategic group that brings together key stakeholders who are responsible for leading the development, implementation, monitoring and reporting of the Argyll and Bute Community Learning and Development (CLD) Plan.

Digital skills is one of 6 key themes within the strategic partnership plan. Extensive feedback from a number of consultations highlights that learners and communities require further support to access digital devices as well as be supported to utilise devices and further develop skills as part of covid recovery. As a result a multi - agency digital skills workstream group has been established to identify need, develop and deliver actions and monitor and evaluate these under the digital skills workstream within the CLD Partnership Plan.

### **Vision and values of the partnership**

#### **Our vision**

“Working together to improve lives across Argyll and Bute by empowering individuals and communities to lead sustainable, fulfilling and happy lives through continuous learning, cooperative problem solving and removing barriers to engagement, health and wellbeing.”

#### **Our values**

The CLD Partnership has adopted the principles, values, ethics and competencies set out by the CLD Standards Council for Scotland. The principles that underpin CLD practice are:

Empowerment - increasing the ability of individuals and groups to influence matters affecting them and their communities;

Participation – supporting people to take part in decision making;

Inclusion, equality of opportunity and anti-discrimination - recognising some people need additional support to overcome the barriers they face;

Self - determination - supporting the right of people to make their own choices

Partnership – ensuring resources and the range of skills and capabilities available are used effectively

**Remit of the group will be that members should, as far as is possible within their roles within their organisations and through their skills and experience sign up to undertake as best as possible, the following:**

- Identifying the priority actions for CLD Partners to deliver under the digital skills theme of the CLD Strategic Plan.

- To be responsible for the development implementation, monitoring and reporting of the digital skills theme actions within the Argyll and Bute CLD Plan. This will include the appropriate risk management and mitigations, identification and sourcing of manpower and resources.
- To ensure strategic digital skills actions are aligned to wider relevant plans within Argyll and Bute including the Argyll and Bute Education Technology Strategy Group (ETSG) to enable collaboration and to avoid duplication.
- To identify, gather, share and analyse data to identify needs to inform planning, delivery and improvement.
- To foster collaboration and where possible share resources across partners as well as consider any further external funding required to deliver key priorities.
- To take into account changing learner needs and ensure a culture of self-evaluation and improvement.
- To liaise with council IT and wider partners to inform targeted communities and raise awareness of improvements made with superfast broadband access.
- To promote safe, legal, ethical and sustainable use of the internet/devices and raise awareness of cybersecurity best practices (e.g. password management, personal information and phishing scams etc).
- To communicate the work of the digital workstream to key partners, raise the profile of the work of the partnership and share and celebrate key successes.
- Identify and share examples of good practice
- To contribute to Education Scotland CLD inspections and other appropriate CLD quality assurance measures.

What is the need?	Actions	Lead	Timescale Year 1 (short) Year 2 (med) Year 3 (long)	Outcome	Measure of success/impact
<b>Theme 1: Digital Skills</b>	Create a digital workstream sub group to develop a coordinated plan to support learners most in need with device allocation and support	Partnership chair	short	Learners with the most need are identified and supported	Number of targeted individuals confidently/actively using devices Case studies
	Review partner volunteering roles/opportunities to support digital development work with an assessment of training needs	TSI/liveArgyll/Argyll and Bute Council	short	Coordinated volunteer opportunities in place to meet demand of learners with clear support mechanisms for volunteers	Number of volunteers supporting learners Learner and volunteer feedback
	Creation of basic digital upskilling courses to meet digital requirements for job preparation and day to day life skills	Argyll College UHI/liveArgyll/SDS	short	Improvement in digital competency	Learner feedback Number of course attendees

## Membership

Core membership of the partnership will include one member from the following organisations/groups:

- liveArgyll Community Learning team
- HSCP - Public Health

- Argyll and Bute Council Education Service
- 3<sup>rd</sup> sector representative
- Argyll College UHI
- Argyll and Bute Council Community Development team
- Department for Working and Pensions
- Skills Development Scotland **tbc**
- Business Gateway / Economic Growth **tbc**

Group membership will be reviewed as and when there is a need. Other key organisations may be invited/co-opted to input on specific projects or provide additional expertise that will help enhance partnership working against delivery outcomes for the digital skills theme (as agreed by the partnership).

### **Frequency of meetings and attendance**

The workstream group will meet quarterly over the course of a year. Additional meetings may take place to progress specific projects. Meetings will take place online or face to face as and when required. If group members are unable to attend any meetings, they will be expected to provide a substitute from their organisation/sector and provide their substitute with an appropriate brief in advance of the meeting

### **Reporting arrangements**

The digital skills workstream group will report progress and make recommendations to the quarterly CLD Partnership meetings.