



Governance: Terms of Reference and Membership

Community Learning and Development Steering Board

A. Remit of Steering Board

To provide strategic direction for the provision of Community Learning and Development in West Lothian and ensure the implementation of the Community Learning and Development Partnership Plan.

The Board can utilise thematic working groups to enable wider discussion and engagement. Working groups will be led by CLD Steering Board members and involve wider representation of partner organisations, practitioners and experts as is appropriate.

B. Frequency

The Board will meet five times per year.

C1. Lead Officer

The Board will be chaired by Siobhan McGarty, Head of Education (Secondary, Community Learning and Inclusion).

C2. Contact

The Lead Officer will be supported by Beverley Akinlami, who is the main contact for any enquiries.

D. Reporting

The Board will report to the Community Planning Partnership and relevant PDSPs. This will include regular updates on the progress of defined actions or programmes of work within the Community Learning and Development Partnership Plan that have been agreed with the Community Planning Partnership.

E1. Membership Profile

Participants are chosen to provide the relevant knowledge and expertise to fulfil the remit of the Board. Representation on the Board will be drawn from various partners involved in Community Learning and Development in West Lothian.

This will include:

- Community Development Trust/ Anchor Organisations
- Department for Work and Pensions
- Housing Associations
- NHS Lothian
- Skills Development Scotland

- Voluntary Sector Gateway West Lothian
- West Lothian College
- West Lothian Council
- West Lothian Leisure Trust

E2. Membership

Member
Siobhan McGarty (Chair), Head of Education (Secondary, Community Learning & Inclusion)
Partnership Manager, Department for Work and Pensions
Matt Pearce, Trust Manager, West Calder & Harburn Community Development Trust
Gillian Amos, Strategic Programme Manager, Public Health/ Health Policy NHS Lothian
Barbara Boertien, Community Engagement Officer, Almond Housing
Emma Matthews, Area Manager Skills Development Scotland
Margaret Forisky, Director of Access, Employability & Schools West Lothian College
Alice Mitchel, Economic Development Manager, West Lothian Council
Alan McCloskey, CEO West Lothian Voluntary Sector Gateway
Karen Wernham, West Lothian Leisure Trust
Alison Raeburn, Service Manager Learning Policy & Resources West Lothian Council
Laura Wilson, Adult Learning & Community Choices Manager, West Lothian Council
Ralph Bell, Customer and Community Services Manager, West Lothian Council
Douglas Grierson, Regeneration Team Leader, West Lothian Council
Pam Roccio, Equality & Diversity Officer West Lothian Council
Clare Stewart, Community Wealth Building Manager, West Lothian Council
Nahid Hanif, Anti-Poverty Manager, West Lothian Council
Andrew Sharkey, Headteacher, St Kentigern's Academy, West Lothian Council
Beverley Akinlami, CLD Youth Services Manager, West Lothian Council

F. Review

The Board's remit, progress and membership will be reviewed in November 2024.