

# ABERDEEN PROSPERS COMMUNITY PLANNING ABERDEEN

Note of meeting, 30<sup>th</sup> March 2017

	In attendance	Apologies
	<p>Richard Sweetnam (RS), Aberdeen City Council, Economic Development, Chair            Duncan Abernethy (DA), NESCOL            Jamie Bell (JB), Scottish Enterprise            Linda Buchanan (LB), Aberdeen City Council, Lifelong Learning            Michelle Cochlan (MC), Aberdeen City Council, Community Planning            Jamie Coventry (JC), Aberdeen City Council, Economic Development            Kirsty Jarman (KJ), Department for Work and Pensions            Matt Lockley (ML), Aberdeen City Council, Economic Development            Mark McEwan (MM), NHS Grampian            Derick Murray (DM), NESTRANS            Roz Taylor (RT), Elevator – Business Gateway            Lesley Thomson (LT), Aberdeen City Council, Cultural Policy and Partnerships            Paul Tytler (PT), Aberdeen City Council, Localities</p>	<p>Joyce Duncan, ACVO</p>
	Item	Action points
1	<p><b>Welcome and introductions</b></p> <p>RS welcomed everyone to the first meeting of the Aberdeen Prospers group, which has been established to oversee the delivery of the ‘Prosperous Economy’ section of the Local Outcome Improvement Plan (LOIP).            RS explained that a priority today was for the group to gain clarity about the distinct role of Aberdeen Prospers and how it fits in to wider governance and locality structures.            Colleagues introduced themselves and their organisations.</p>	

	Item	Action points
2	<p><b>Community Planning Aberdeen (CPA) context [presentation circulated with these notes]</b></p> <p>MC gave an overview of the community planning context and outlined the progress made to date by the Community Planning Partnership in terms of agreeing and establishing the LOIP, developing a governance structure to manage LOIP activities and interventions and agreeing the principles of a continuous improvement focus.</p> <p>MC highlighted that the CPA Board had agreed to use the improvement methodology that had been developed by the Institute for Healthcare Improvement (IHI) and that is based on the 'Plan-Do-Study-Act' cycle. A key priority for this group was to identify outcomes in the LOIP that would benefit from an improvement approach and start to work on them according to the templates and process that MC outlined.</p> <p>MC framed the improvement work through three questions:</p> <ul style="list-style-type: none"> <li>• What are we trying to accomplish?</li> <li>• How will we know / measure what we're doing?</li> <li>• What change is the result of our actions / interventions?</li> </ul> <p>The group discussed how these questions and the improvement methodology could be applied to the economy section of the LOIP. It was agreed that many of the proposed outcomes and actions in the LOIP were already being delivered and / or were accountable to different governance arrangements (i.e. City Region Deal, City Centre Masterplan Board). MC recognised this but reinforced the fact that the Aberdeen Prospers Group is responsible for all of the economy outcomes and that RS, as Chair, would be responsible for overseeing progress and reporting on this to the CPA Board.</p>	<p><i>AP1: ML to draw up a matrix of LOIP outcomes against relevant partnership / delivery structures for the group, so that gaps can be identified and addressed.</i></p>

	<p>There was a further discussion about how the role of Aberdeen Prospers is different from that of the Locality Partnerships (further detail at item 4). Partners reiterated that there needs to be more clarity about the role and purpose of Aberdeen Prospers so that they could be clearer about their own role within it.</p> <p>MC set out some other issues for the group in the coming months:</p> <ul style="list-style-type: none"> <li>• A 'leadership report' will be prepared for each cycle of the CPA Board. This will set out each of the Outcome Improvement Groups' progress with their improvement activity. RS will be asked to provide content for this</li> <li>• The group will need to have an action plan in place by October of this year, which describes how it will oversee activity and intervene to deliver improvements where needed. This action plan would effectively be the 'bridge' between the LOIP and the Locality Plans</li> <li>• Improvement templates need to be completed for the specific actions that the group wishes to prioritise</li> <li>• Derek McGowan, Head of Communities and Housing, is doing a piece of work for the CPA Board on joint resourcing and pooling as this should be a key benefit of the community planning approach. This group will need to consider how it could trial some pooling of resources as part of its improvement proposals</li> </ul>	<p><i>See above.</i></p> <p><i>AP2: RS to contribute to updates for CPA Management Group and Board as required.</i></p> <p><i>AP3: ML/JC to prepare outline action plan for consideration at next meeting.</i></p> <p><i>AP4: ML to convene early meeting to discuss improvement ideas.</i></p>
3	<p><b>Role and remit of this group and its members</b></p> <p>Following on from the previous discussion, the group agreed that the likely focus of any improvement activity, at least in the first instance, would be on enterprise and employability. Developing the Young Workforce (DYW) might also be an area that Aberdeen Prospers could play a role in.</p> <p>KJ outlined the work that Jobcentre Plus is doing outwith the formal jobcentre setting and how future JCP resources might be better targeted. KJ said that she would be keen to work through the improvement process with Aberdeen</p>	<p><i>AP5: To be picked up in smaller group meeting on 20/04.</i></p>

	<p>Prosper on testing out approaches to engaging local people in employability activity.</p> <p>RT described the work that Elevator do to support enterprise and business start-up and explained that Elevator would be willing to trial community-based approaches to this, notwithstanding the fact that there were already good levels of engagement with people from priority localities. The group discussed a co-ordinated approach to locality activity that could be an early priority for Aberdeen Prospers.</p> <p>RS asked the group if there were other potential partner organisations that should be engaged. It was noted that Visit Scotland is a statutory partner and that as such they should be invited to future meetings.</p> <p>The group discussed possible representation from Visit Aberdeenshire, the Aberdeen and Grampian Chamber of Commerce, Active Aberdeen and the two universities. It was agreed that these organisations should be offered observer membership and should be invited to actively contribute as and when the agenda requires.</p>	<p><i>AP5: To be picked up in smaller group meeting on 20/04.</i></p> <p><i>AP6: RS to ensure appropriate representative is invited.</i></p> <p><i>AP7: ML to ensure that organisations are advised of this.</i></p>
4	<p><b>Locality Plans</b></p> <p>PT ran through the purpose and focus of the three Locality Plans which had been circulated with the meeting invitation. These plans have been signed off as working documents by the Council and the CPA Board and locality partnerships are now being developed to oversee the implementation of actions to deliver against locality ambitions. The Locality Plans are long-term, with a 10 year timeline initially.</p> <p>PT will represent the locality managers on Aberdeen Prospers. It was agreed that the other locality managers could be invited to this group as and when it's appropriate to do so. PT's role on the group will be to ensure that a locality</p>	

	<p>perspective is considered throughout the work of Aberdeen Prospers and to feed in issues raised by the locality partnerships in terms of obstacles to delivery.</p>	
5	<p><b>Aberdeen Prospers Improvement Ambitions</b></p> <p>These had largely been covered elsewhere on the agenda, but it was reiterated that the focus of this group needs to be on improvement outcomes where changes can be tested and the impact of changes can be measured and, where a positive change occurs, rolled out.</p>	<p><i>Sees AP1 and 4 above.</i></p>
6	<p><b>Format of this group, future meetings</b></p> <p>MC suggested that Aberdeen Prospers should establish a meeting cycle that aligns with the CPA Management Group and Boards. JB proposed that the group might need to meet more frequently in the short-term but that longer-term a meeting every quarter should be sufficient.</p>	<p><i>AP8: ML to liaise with RS's PA and MC to circulate future meeting dates for the rest of the calendar year</i></p>
7	<p><b>AOCB</b></p> <p>There being none, the meeting concluded at 11:00.</p>	