**Community Planning Aberdeen – Sustainable City Group**

**12TH July 2017**

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| **Attendees**  | **Apologies** |
| Derek McGowan – ChairCordelia MenmuirDerick MurrayClaire RobertsonDave KilgourDavid McIntoshKeith GerrardJoanne RiachGavin ClarkKelly WiltshireGuy BergmanElsie Manners | Neil Carnegie Sinclair LaingGale BeattieSteven ShawDarren RiddellAnn Wakefield Lavina Massie |
|  Agenda item  | Action | Owner |
| 1. Welcome, apologies and introductions
 | Chair welcomes group, and thanks all for their attendance.  |  |
| 1. Review of Actions
 | Group review minutes of the previous Sustainable City Group meeting of the 27th April 2017. It was noted that the action re environmental considerations linking to the LOIP remains outstanding, and an action was raised that Steven Shaw or a delegate must provide an update to the next Sustainable City Group meeting. | Steven Shaw |
| 1. Review of priorities for improvement activity
 | Community ResilienceDavid McIntosh gave the group an update regarding community resilience. He showed the group a flood risk map, produced by the Flooding and Coastal Team and informed the group that the Flooding and Coastal team will be producing these maps for all areas. The maps will support the development of Community Resilience Plans. The plan is to identify those areas at greatest risk and focus on them to help develop Community Resilience Plans. Action – Locality Managers to identify local groups and inform David McIntoshSustainable Food CitySinclair Laing tendered his apologies for this meeting, due to annual leave. He has agreed to update the next Sustainable City Group meeting re the sustainable food / food growing strategy, which was identified as a priority for improvement activity at the last meeting.Action – Dave Kilgour informed the group that the Sustainable Food City Partnership has now been established. Laura Penny is now in post as Sustainable Food City Partnership Co-ordinator, and is to be invited along to the next meeting of the Sustainable City group to share the Sustainable Food City action plan. Physical ActivityKelly Wiltshire updated the group that there has been a meeting of a group of individuals and organisations with a role to play in increasing physical activity amongst Aberdeen City citizens. It was agreed that there is no need for a new group, however there is a need to be an awareness of what is going on within individual organisations and groups, while understanding that the Sustainable City group can perhaps add value by working together. Kelly infomed the group that she will now undertake a document / Strategy survey and look to pull it all together.Derick Murray updated the Sustainable City Group that he will share with the Sustainable City Outcome Improvement Group a draft improvement plan in relation to physical activity at the next meeting. During discussions, it was agreed that Michelle Cochlan was to be invited along to the next meeting of the Sustainable City Outcome Improvement Group to provide a refresh on the Model for Improvement / Tests of change. Claire Robertson to extend invite to Michelle Cochlan | Neil CarnegieClaire Robertson – Laura has been invitedDerick MurrayClaire Robertson – Michelle has been invited to attend the next meeting and give a short presentation on the Model for Improvement |
| 1. Draft outcome improvement plan – for discussion
 | A draft outcome improvement plan was circulated to the group at the meeting, with the understanding that members could take a couple of weeks to review and respond to Claire Robertson with any comments or amendments. The draft plan incorporates drivers / aims previously identified for inclusion, such as air quality, eco-schools, older people friendly / dementia friendly city etc.  | All |
| 1. Draft progress report
 | A draft progress report was circulated to the group. This has been based on the template as previously approved by Community Planning Aberdeen. The group agreed the format of the report, but agreed that there is a need for text update at end of report template. They also agreed to use this reporting template, but only when approved by the sustainable city outcome improvement group prior to going to CPA. |   |
| 1. Active Travel Hub Award
 | Keith Gerrard updated the group re the award granted to Sport Aberdeen to provide an Active Travel Hub in Bridge of Don area. Keith will circulate further detail in relation to this. | Keith Gerrard |
| 1. AOCB
 | The group agreed that, where possible and appropriate, meetings can be held at other venues across the city. Cordelia Menmuir suggested that SEPA may have an available facility for the next meeting. Venue to be confirmed.Due to new members on the group, it was agreed that PDSA / Model for Improvement helpsheets were to be recirculated. | Cordelia Menmuir / Claire RobertsonClaire Robertson - completed |
| 1. Next steps
 | The group was reminded of the need to develop improvement projects in relation to the priority areas identified.  |  |
| 1. Date of next meeting
 | The next meeting of the group will take place on 13th September 2017 at 2pm in Room 4-W-02 at Marischal College | Claire Robertson |