**Community Planning Aberdeen – Sustainable City Group**

**7 February 2018**

**2pm, Linx Ice Arena**

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| **Attendees:**Derek McGowan (DM)– ChairDavid McIntosh (DM2)Sinclair Laing (SL)Keith Gerrard (KG)Joanne Riach (JR)Kelly Wiltshire (KW) - MinutesStephen Shaw (SS)Lavina Massie | **Apologies**Gavin ClarkDarren RiddellCordelia Menmuir Neil CarnegieLaura PennyDerick Murray (RGM)Gale Beattie (GB)Ann Wakefield (AW) |
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|  Agenda item  | Action | Owner |
| 1. Welcome, apologies and introductions
 | KW welcomed group and everyone introduced themselves, DM was at another meeting and would be along shortly to take over as Chair. |  |
| 1. Review of Actions
 | Group review the minutes of the previous meeting of the 9th of November 2017. | ALL |
| 1. Improvement Model Presentation
 | **Leadership for Quality Improvement.**Michelle gave a powerpoint presentation on the Model for Improvement. There is a training programme available if anyone wants to go on it. KW has been on the training course and can support if anyone needs additional support. The group should be using improvement methodology for improvement projects. Improvement reporting goes to management groups.Improvement Leaders – What do you need to know?Identify improvements which cannot be achieved by hard work alone.Agree what you are trying to accomplish and how you will do it.Project Charter and link to LOIP. Aim Statement:What? By How much? By when? Target group?Measures.Driver diagrams. Generate change ideas. Data analysis. Run charts, values over time.Know where you are going next. Time defined projects, should come to an end. Leadership behaviours and creating the conditions. Acknowledging and celebrating successes. MC to share powerpoint slides. | MC |
| 1. Review of priorities identified for improvement activity
 | .* Schools Garden Project – Sl gave an update, work has been done to improve project charter/aim statement, project now starting. Went through project charter as a group. – SL to find out how data is gathered and how often. SL to resubmit revised charter to KW for Group agreement by email before next meeting.
* Eco Schools, could be an improvement project in the future. Link to child friendly city. Short term sub group set up to discuss and plan this, SS, SL, KW and DM, Keep Scotland Beautiful (SS to identify contact). Someone from education (SL to identify contact)? Early Years. KW to arrange date and room etc.
* Physical Activity – Boogie at the Bar (dementia friendly disco) was a case study in Annual Report and now taken off our list of projects as complete; No current improvement projects. Still linking into SPATIG. KPI’s and Annual Report data sue for Active Aberdeen by 23 April. Grants for up to £5k available through PathsforAll for walking for health and community walk projects if anyone is interested. City Voice, household survey, cycle counters. Hands up travel data, mile a day in schools. SMART targets.

Group to do an exercise in bringing the data and targets to bring clarity. GP prescribing. What data is available?* Community Resilience – DM2 went through Project charter. Three housing communities to develop their own community resilience plan. Change ideas, potential barriers. Project team to potentially include wider business.
* Green Flag parks – Business as usual could be changed to Eco Schools as an improvement project.
 | SLKWALLDM2 |
| 1. Progress on Annual Report 2018/10 – (2017/18 data)
 | Reminder to start pulling together available data for this year 2017/18 as deadline for annual report will be earlier this year. |  |
| 1. Next Steps
 |  Actions:Derek to speak to Richard in regard to Aberdeen Prospers, in regard to changing remit for some items. |  |
| 1. AOB
 | n/a |  |
| 1. Date of next meeting
 | KW to send round a doodle poll. 6-8 weeks time. | KW |