



Community Planning Aberdeen

Minutes of the meeting

Meeting Name – ABERDEEN PROSPERS OUTCOME IMPROVEMENT GROUP

Date	Monday 28th October 2019
Time	11am – 1pm
Location	University Office, Aberdeen University
Present	Liz Rattray, Angela Taylor, Kirsty Jarman, Emma Shanks, Mark Bremner, Susan Morrison, Jonathan Smith, Paul Tytler, Ishbel Greig, Lynn Mutch, Rachel Smart, Kriti Sharma, Allison Carrington, Julie Kean

		Action
1.	Welcome and Introductions	Allison/Chair
	Allison thanked Liz for organising the meeting and also welcomed everyone, and everyone introduced themselves round the table.	
2.	Apologies	Allison
	Duncan Abernethy, Martin Barry, Gregor Docherty, Lavina Massie, Jamie Coventry, Duncan Cockburn, Maggie Hepburn, Rab Dickson.	
3.	Update from Project Leads on Project/Charter Status	All
a.	Alison Increase the number of SVQ level 4 qualifications achieved in ICT and Digital by 10% by 2021- work is progressing in the background although the Charter has yet to be submitted. Workshop in June and further meetings to try and establish regional need. Aiming to submit Charter to February 2020 Board (submit December 2019).	Allison

	<p>Angela Increase the number of people from priority groups (care experienced young people, people with convictions, people with housing need) employed by public sector partners by 2021 – Charter was due by August, but the date has been extended to the February Board. Angela mentioned a possible focus of ideas in the Charter. It is a massive Project which, perhaps could be broken into smaller projects?</p> <p>Allison to discuss at CPA Management Meeting later today.</p> <p>Various questions were asked at this point re ability to focus projects and how best to engage partners/stakeholders in light of everyone having very busy day-jobs.</p> <p>Kirsty Increase no. of people over 50 in employment in Aberdeen by 10% by 2022 – Nothing has been done yet, struggling with resourcing, Kirsty is leaving DWP on Friday 1st November and has yet to confirm a replacement lead. Allison to confirm.</p> <p>Emma Increase the % of people in Aberdeen who feel comfortable using digital tools by 2021 – this is on track for the Dec Board. Currently undertaking data audit to understand the current landscape in Aberdeen. So far there have been difficulties establishing a project group, next meeting scheduled for 9/11/19.</p> <p>Paul Increase the number of people from priority localities employed by public sector partners and in major capital projects by 2022. Paul has been asked to lead on this and has agreed in principle. He will confirm that either he or someone from his team will be Lead ASAP.</p> <p>Allison provided an update on the other live community planning projects.</p> <p>Martin Increase employer sign up to the Real Living Wage by 2021 and year on year to achieve Real Living Wage City Status by 2026 –</p> <ul style="list-style-type: none"> • Project charter submitted to CPA management group • Current and pending activity, as follows: <ul style="list-style-type: none"> ○ Real Living Wage week (w/c 11 November) - Event to be hosted by Standard Life Aberdeen on 13th November as a celebration of accredited employers. Selected non-accredited companies will also be invited to the event, which will also be utilised to gain feedback and thoughts on how overcome barriers, communicating the benefits, and seeking support in promoting the Wage. Information on this event will be circulated to the group. 	<p>Angela</p> <p>Allison</p> <p>Paul</p>
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	<ul style="list-style-type: none"> ○ Begin engagement with ACC localities team to gain understanding of issues surrounding in-work poverty in particular areas of city (eg: any specific sectors) ○ Outputs from this work will help shape engagement plan – with aim to target and support change mechanisms in specific sectors (for info – FSB have offered a round-table session with a group of members to discuss specific issues) ○ Identify private sector champion to help lead on peer to peer engagement, and development of wider Real Living Wage place action plan <ul style="list-style-type: none"> • Connections made with Dundee Partnership, and contact made with Fife Council lead on Glenrothes to gain learnings from work undertaken in these places • Key barriers will be around making the case for accreditation. If the Aberdeen Prospers group can make me aware of any opportunities to promote the Wage and the benefits to organisations of accreditation (events, publication of case studies and promotional material, etc), that would be hugely appreciated. Likewise, if anyone is aware of a potential champion or champions for the Wage, I'm happy to engage with them. <p>ROZ Stimulate a 5% increase in the number of start-up businesses in growth sectors by 2021 – Be Brave Event, feedback was positive over 400 attended and 10% were new businesses. More precise details will be submitted once data is fully analysed. Roz asked whether the Charter could be slightly amended. Not seen as an issue – Allison to discuss with Roz.</p> <p>LORI Increase the impact and measured value of Partnership wide community benefits programme by 2022 - The Project Team has been established, but the current test for change is establishing a group of participants from the Tillydrone community who will co-design the community benefits requirements for the new primary school to be built on the site of former St Machar Primary school.</p> <p>The Project Team are preparing for testing in the form of community engagement sessions. Briefing materials have been developed, community organisations identified and initial engagement raising awareness of the opportunity to participate took place at a public consultation event at the Community Campus. Plans are aligned with the development of the school, which is at the Design phase, expected to go out to procurement Spring 2020. Engagement sessions will take place early 2020 so that Community Benefits Project Plan is completed in time for procurement, but not so far in advance that means too long of a lead time for community participants.</p>	<p>Roz/Allison</p> <p>Ishbel</p>
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	<p>7 Project Charters should be submitted by now but there are only 2 with another 2 due to be submitted to the December Board. Allison ran through who is responsible for each Charter and highlighted the need for more volunteers within the group to lead.</p> <p>Jonathan expressed his interest in joining the project group for the Invest Aberdeen project. He commented that he had already had positive conversations on this topic and would be keen to progress these alongside the project lead – Lynn Mutch.</p> <p>Allison asked for confirmation of deadlines for each of the Charters which have yet to be submitted (see attached). Many still have no lead and have been pushed as far back as feasible to accommodate this.</p> <p>Kirsty asked, “How do you change a Charter”? Discussion around this and it was agreed that small changes should be communicated to the group and will be supported if evidence supports the change. Any changes to the aim would have to be reviewed by the Board.</p> <p>Project reporting format Ishbel ran through the operating procedures/reports and these will be forwarded to the group, these documents are on One Drive but this is only available to ACC staff. Anyone else can email documents to Ishbel.</p> <p>Report on your Project Charter – 5 updates per year in line with CPA Management Group meetings.</p>	<p>Jonathan</p> <p>Lynn/Jonathan</p>
<p>4.</p>	<p>Work required to push projects/charters forward</p>	<p>All</p>
	<p>BARRIERS</p> <ul style="list-style-type: none"> - we are all facing lack of people, resourcing etc - Kirsty mentioned possibly 2 people from DWP - Speak to Project Lead if interested in joining any of these Charters or indeed if you know of anyone in your organisation who may be interested. - Paul will speak to clients but will not Lead on Charter, mentioned could column I & J be combined. It was decided to keep these two projects separate as the charters have been agreed by Board. There is overlap but sufficient difference to make them individual projects. - Allison asked Ishbel to set up a meeting with various people to discuss projects (I & J from spreadsheet) working together. - Question was asked would anyone like to lead project re over 50's. - Possibly Liz to be Lead on 90% of employers reporting appropriately skilled workforce, possibly along with the Chamber (Allison will ask them). - 6 Charters still need Leads (Allison asked again if anyone here could take this on or know of someone in their 	<p>Ishbel</p>

	<p>organisation that would be interested to please let Allison know asap).</p> <ul style="list-style-type: none"> - Allison will send email to all which 6 these are left to find a lead. - Discussion around the table re the size of some of the projects. Questions asked re focussing them on particular groups/tasks (at least in first instance – e.g. increasing number of people from priority groups employed by the Public Sector). - Allison will speak to Management regarding these concerns. - Engagement from Partners – NHS/Pubic Sector/Police/Fire Service are difficult due to their resources lack of recruitment. - Jonathan has a meeting with 3 leads in the Police next week, Allison asked for him to feedback. - Liz showcased the Duke of York – Digital Inspire Awards which might be helpful with the project aiming to enhance Digital Literacy. - Jonathan mentioned that perhaps showcasing the advantages of working on projects would sell the idea to fellow colleagues to join a project and show what the benefits could be if they got involved. He mentioned that he had produced a draft booklet for another group which could help to do this. - Allison asked Johnathan if there was the possibility of making a draft booklet for next meeting on the 16th December. - Training is also needed Practioner Course dates are not confirmed yet, Ishbel will send details when these are organised. 	<p>Allison</p> <p>Allison</p> <p>Allison</p> <p>Allison</p> <p>Jonathan</p> <p>Johnathan</p> <p>Ishbel</p>
5.	2020/2021 project charter dates	All
	<p><u>Feb 2020 Board</u></p> <ul style="list-style-type: none"> • Increase the number of SVQ level 4 qualifications achieved in ICT and Digital by 10% by 2021 (delayed from Dec Board) • Increase the number of people from priority groups (care experienced young people, people with convictions, people with housing need) employed by public sector partners by 2021 (delayed from Dec Board) <p><u>July 2020 Board</u></p> <ul style="list-style-type: none"> • Increase the number of people employed in growth sectors by 5% by 2021 (delayed from Dec Board) • Increase the number of Modern and Graduate Apprenticeships in priority and volume growth sectors by 5% by 2022 (provisional date – this is TBC with Project Lead) • Support 2 investments per year in priority growth sectors through Invest Aberdeen by 2022 <p><u>Sep 2020 Board</u></p>	Ishbel

	<ul style="list-style-type: none"> • Increase no. of people over 50 in employment in Aberdeen by 10% by 2022 <p><u>Dec 2020 Board</u></p> <ul style="list-style-type: none"> • Increase the number of people from priority localities employed by public sector partners and in major capital projects by 2022 • 90% of employers reporting that they have appropriately skilled people in their workforce by 2026 • Increase the number of people entering employment from Stage 4 employability activity to 80% by 2022 <p><u>2021 – Exact date TBC</u></p> <ul style="list-style-type: none"> • 80% of young people will successfully complete their Modern Apprenticeship programme by 2022 	
6.	AOCB	Allison
	<p>Jonathan/Roz said there has been nothing back from ‘Opportunity North East’ also nothing back from other various groups re engaging with Aberdeen Prospers. Allison stated she would like to gain a clearer understanding of the role of various groups in AP and how/whether they had been approached before mentioning to Management Group.</p> <p>FSB & Chamber have previously attended meetings and have provided input into project groups.</p> <p>Martin</p> <ul style="list-style-type: none"> • The Regional Economic Strategy Group have taken the decision to review the RES in the light of the pace of changing drivers in the economy, including the climate emergency/net zero, increasing pace digitalisation and tech, etc. SE (Martin) have agreed to take a co-ordinating role for the partners on this work. • Important to note this is not a full-blown strategy refresh, or a new strategy, rather an opportunity to take account of changing circumstances since the publication of the original document in 2015. So this is not necessarily about new actions, but different approaches and a shifting of emphasis. • The RES group will hold discussions with the various delivery partners (on the back of the action plan) over the coming weeks. • Martin will update Aberdeen Prospers on the review at the December meeting. 	
7.	Date and time of next meeting	
	Monday 16 th December 2019 10am – 12 noon at SE Offices, 41 Albyn Place, Aberdeen, AB10 1YN	