



Minutes of the meeting

Meeting Name – ABERDEEN PROSPERS OUTCOME IMPROVEMENT GROUP

Date	Monday 16th January 2023
Time	10.30 – 12 noon
Location	TEAMS
Present	Allison Carrington (SDS), Arshia Khatir (ACC), Angela Taylor (ACC), Duncan Abernethy (Nescol), Bob Farthing (Civic Forum), Charlotte Saunders (ACC), Mike Duncan (FSB), Roz Taylor (Elevator), Martin Barry (SE), Kirsty McLaughlin (Elevator), Kirsty Robertson (baed), Paul Tytler (ACC), Liam Connell (DWP), Rab Dickson (NESTRANS), Tom Power (NHS Grampian)

	Action
1. Welcome and Introductions	Allison
Allison welcomed everyone onto the call and noted that there was due to be a presentation from Liz Rattray but Liz was unavailable to deliver and has sent apologies	
Apologies	
Apologies received from – Claire Shaw (ACVO), Jim Johnstone (ACC), Jamie Coventry (ACC), Julie Kean (SDS), Liz Rattray (UoA)	
Minutes of previous meeting, actions & matters arising	Allison
Minutes were approved by members.	
Matters Arising (finalised matters are not reported below): <ul style="list-style-type: none"> - Allison noted that with Emma Shanks now on maternity leave, Margaret Stewart will now take over a project lead for project 3.2 and will be looking to have a project end report submitted to the group by 	Margaret Stewart

	<p>the next meeting. Group are to await email from Allison with the final project report for review. Aim is to have the project end report submitted to the management group by May.</p> <ul style="list-style-type: none"> - 4. LEP- Angela and her team to provide more information on LEP action plan and progress of actions for group prior to next proposers meeting and to bring updated RAG element of project to next meeting to discuss. This will allow those actions with red and amber ratings to be addressed and group members to support where possible. - Bob to support group and elaborate on where projects seem to be overlapping to ensure effective use of comms to link with all locality partnerships. - 5. Project leads to follow up with Allison by CoP 24th January if they would like any points to be raised at Burgesses and Trades event - 6. Project leads need to provide project end reports regardless of whether aim achieved by project end date. Those with end dates coming up have been emailed and asked to submit these to Charlotte prior to end date for member approval. To be discussed later in meeting. 	<p>Angela Taylor</p> <p>Bob Farthing</p> <p>All Project Leads</p>
3	NESA – Just Transition Fund projects and Regional Pathfinder	Liz Rattray
	Duncan Abernethy, Liz Rattray and Lauren Braidwood to present at next Aberdeen Prospers meeting (3 rd April 2023)	
4	LEP Update	Angela Taylor
	<p>Angela discussed the report submitted to the group which provided an update to Aberdeen Prospers on the activity of the Local Employability Partnership.</p> <p>The following was noted:</p> <ul style="list-style-type: none"> - A new procurement framework is now live and attracting a good response - 2 engagement sessions have been held to date. Leading partners on the project include SDS, DWP and ACC. - As a response and follow up to the Argowiggins closure and the subsequent event held by SDS and ABZ Works, a second redundancy event was held which provided insight to the appetite in the North East from businesses to support and fill vacancies. There were 500 job seekers at the event. - Anecdotal evidence from the above events showed that there was not much follow up from job seekers which would suggest that there has been success and recruitment in some cases. - Angela noted that these events reflect the success of the PACE partnership - First face to face LEP meeting is due to take place soon - Angela added that there could be more engagement from some LEP members and would ask that those who haven't completed the checklist sent to them do so asap for it to go up to government. - Comms plan being developed. Charlotte asked Angela to link in with CPA team with any comms campaigns. 	<p>LEP Members</p> <p>Angela/Charlotte</p>
5.	Burgess and Trades Event 26th January	Allison Carrington

	<p>Timetable for this event is not finalised so papers shared on this to be kept confidential</p> <p>Allison discussed the upcoming burgesses and trades event. The following was noted:</p> <ul style="list-style-type: none"> - OIG leads have been invited along to discuss current projects and help identify opportunities for burgesses to support. - Aberdeen Prospers have been allocated 5 minutes in the programme so Allison has offered for project leads to share any points they would like made but would like the group to know that this time will be limited so to keep notes brief. - Allison noted that the overall aim of the event is to increase business engagement and to explore ways in which they can support the work of Community Planning . - Martin Barry, Duncan Abernethy and Angela Taylor brought up points they would like highlighted and will follow up with Allison to confirm. - CPA Responsible Business network will be promoted at the event as a point of contact between projects and organisations involved 	
6.	<p>Project progression</p>	<p>Allison Carrington/ Angela Taylor</p>
	<ul style="list-style-type: none"> • End of project report – Support 15 care experienced young people to progress to employment through public sector funded employability programmes by (March) 2023. <ul style="list-style-type: none"> - Aiming for submission by the March first deadline. - Unable to get numbers of those using the guaranteed interview scheme - 15 Care Experienced Young People counted to have moved into employment however Angela noted that these numbers are not representative of the number of people that ABZ and their partners are working with and would like to highlight in the end report that there are a large number of CEYP that have moved onto other positive destinations that will not be reflected in these numbers. - Angela would like to make this clear in the final report that these numbers are a lot higher and there have been many successes involved with the project which will be highlighted in the end report. - Allison and members wanted to add to this and pass on congratulations to Angela and her team and a thank you for their hard work in achieving the great results that they have. • Project end reports submission dates <ul style="list-style-type: none"> - Moving forward, project leads will need to submit project end reports by project end date regardless of whether aim is achieved. These reports are to include data and narrative to explain progress, achievements and, where required, stumbling blocks/barriers to achievement. Also to include future plans – end project or request for extension. Details have been sent to all project leads by separate email. <p>The following projects have end dates coming up and are asked to send these through to Aberdeen Prospers for approval via Charlotte Saunders:</p>	

	<ul style="list-style-type: none"> - 2.3: Support 15 care experienced young people progress to employment through public sector funded employability programmes by (March) 2023 - 3.2: By December 2022 increase by 10% the number of people in Aberdeen who have access to and feel comfortable using digital tools - 3.4: Increase the number of MA and GA by 5% by 2022 - 3.5: 80% of young people will successfully complete their MA programme by 2022 <ul style="list-style-type: none"> • Are PMs using their multi-agency project teams to test the changes and not acting alone? Leads are reminded that projects should be driven by a mixture of individuals/organisations. <ul style="list-style-type: none"> - List of team members and contact details for each project to be sent to Charlotte Saunders by project leads prior to next Aberdeen Prospers Meeting. This is to support contact with project teams when needed. 	
7.	AOB	All
	<p>Reminder for project leads to make full use of Comms provision from Community Planning Aberdeen Reach out to Charlotte for support with project comms</p>	
8.	Date and time of next meeting – 3rd April 2023 10:00-12:30	