

**Minute of the Dundee Partnership Coordinating Group
Held on Thursday, 1st February
In Room 4.1, Dundee House**

Present: Allison Fannin, Dundee Health & Social Care Partnership
Christine Lowden, Third Sector Interface
Karen Moir, Community safety and Justice, DCC
Marie Dailly, Community Learning and Development, DCC
Matin Tait, Scottish Fire & Rescue Service
Nicky Russell, Police Scotland
Paul Davies, Dundee Partnership Team, DCC
Rory Young, City Development, DCC
Sandra Lorimer, Chief Executive's Department
Zara Barclay, Information and Resources Team, DCC

Apologies: Paul Carroll, Corporate Planning, DCC
Peter Allan, Community Planning, DCC
Gillian Simpson, Scottish Enterprise
Glyn Lloyd, Children & Families, DCC
Maureen Esplin, Scottish Government

Item	Action
1. Apologies & Introductions There was a round of introductions for the benefit of new attendees. Apologies received are listed above.	
2. Minute of Previous Meeting Gillian Simpson had sent an update on the Economic Impact Assessment mentioned at our November meeting. This was put on hold with Dundee no longer being eligible for the European City of Culture 2023 but work on it is restarting as wider benefits have been identified, and many of the planned cultural activities are likely to go ahead regardless.	
3. Matters Arising	
a) SURF Alliance for Action Programme Andy Milne gave a presentation on this at November's meeting and a meeting with him to follow up on this is being set up within the next 2-3 weeks.	
b) Dundee Partnership Forum on Employability Rory Young updated the group that the Forum brought together partners, to look at recommendations for a single Dundee employability service. It needs to meet the needs of clients and the event was structured to provide feedback on what an integrated service should look like. Alan Millar is reviewing comments and feedback. Rory Young is to ask whether a summary report of the forum is to be written. The event was well attended by a good mix of people.	RY
c) DPMG Minute and Action List <ul style="list-style-type: none">• A request was made for contributions to be sent to Anna Day for the regular 'Design for Life' column in the Courier.• 'DP Structures' is an agenda item below• A joint response to the Health, Diet Activity and Healthy Weight Consultation was submitted on 31/1/18 to the Scottish Government. A copy will also be circulated to all the relevant Executive Boards.	AF
4. Local Community Plans and Launch The Local Community Plans were drawn up based on the Engage Dundee consultation and other locally identified priorities and approved at Committee on 11 th December. The official launch will be on the 29 th March (the Participatory Budgeting voting results will be announced at the same event). The new Local Plans are leaner and more targeted than previous versions. Marie is to circulate the committee report. It is colour	MD

coded to show how actions relate to the different themes. The membership of LCPP's is also to be reviewed to ensure appropriate representation.

5. Rationalising DP Structures

The item was discussed at the Management Group in December and looking at what changes should happen. Peter will take suggestions to the Management group on the 8th March. Sub-groups might need to be changed.

- There is a need to look at DP – IJB links
- Queries over whether the 'DP Forum' is needed as part of the structure
- Queries regarding where governance sits in relation to DP / non-DP groups and operational activities
- Christine stated that there are too many meetings at which the same agenda items are discussed which lessens the validity of the meetings
- Karen highlighted that Community Safety and Community Justice strongly feel that the two groups are needed, with one being statutory and the other having a local focus
- Nicky asked what is classed as Partnership and what isn't – clarity is needed
- There are possible issues in the future regarding items such as the Tayside Strategy for Children, Young People & Families; Tay Cities Deal; Tayplan, etc.

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Paul asked each group member to look at the relevant structures within their theme and share their thoughts with him / Peter via email. *(See also email sent out by Paul on 8th February)*

6. City Plan for Dundee – Performance Reporting

a) Performance and Scorecards

Zara and Sandra updated the group on Scorecards. All actions have been uploaded to Pentana and all indicators are due to be assigned to appropriate officers by the end of February. Zara tabled a two page scorecard which showed how all the stats and figures could look. Feedback on this to be sent to Peter Allan.

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- Sandra informed the group that when an action says 'no progress' this means no update has been entered
- Each individual indicator and action has triggers and reporting deadlines. In Pentana there is an aim to mirror original strategic documents including strap lines. Scorecards can start to be built once data is input. Each theme will have its own scorecard
- Rory asked if there was any way to delay triggers if there was delay to work. Sandra said that this is possible
- Nicky highlighted that Police Scotland will need to have look and see where they fit in as it would help to show long term and short term trends. They also want to avoid duplicating data entry where possible
- Alison had asked whether the triggers would always show progress / no progress. Sandra replied that the dates can be amended or if there had been no progress an action can be abandoned
- Sandra informed everyone that the scorecards are for a small amount of information such as figures but the narrative is where all the detail is. The reports are set up so that they can be downloaded and there is an aim to build up a suite of scorecards and reports over time
- Rory thought it would be useful if it was possible for sessions to be set up so people who have been assigned actions can see what they need to update and when it is due

If anyone has any further feedback they should pass this to Sandra and Zara.

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b) DPMG Reporting Schedule

- March – Community Safety and Justice
- June – Fair Work and Enterprise
- September – Health, Care and Wellbeing
- December – Children and Families

Christine asked about Building Stronger Communities. Paul indicated that BSC isn't an Executive Board, instead covering a range of items of interest that fall across/outside the four Executive Board remits.

7. Dundee Drug Misuse Commission

The DP Forum has been brought forward to March in order to launch a Dundee Drugs Commission. The Commission will have similar structure to the first Fairness Commission and set out to investigate issues and make recommendations. A confirmed date will be circulated once finalised.

8. AOCB

Karen reminded the group that it is the 'year of the young person' and that she is pulling together a summary of planned activities that will detail many of the good things taking place in the city. Karen will share a template that will enable sharing of activities by theme e.g. Culture. All contributions welcome – please send to Karen.

**KM
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9. Programme of Meetings for 2018

- 19th April – Committee Room 3, 14 City Square
- 14th June – Room 4.1, Dundee House
- 20th September – Committee Room 2, 14 City Square
- 13th November – Committee Room 1, 14 City Square

10 Date of Next Meeting

Thursday 19th April 2018 at 2pm, Committee Room 3, 14 City Square