

**Minute of the Dundee Partnership Coordinating Group  
Held on Thursday, 19<sup>th</sup> April  
In Room 4.7, Dundee House**

Present:

Allison Fannin, Dundee Health & Social Care Partnership  
Carole Jenkins, Communities, DCC  
Christine Lowden, Third Sector Interface  
Evonne Boyd, Skills Development Scotland  
Fraser Scott, Scottish Fire & Rescue Service  
Gillian Simpson, Scottish Enterprise  
Hazel Bell, Children & Families, DCC  
Lynn Anderson, Poverty Alliance  
Marie Dailly, Community Learning and Development, DCC  
Paul Davies, Dundee Partnership Team, DCC  
Peter Allan, Community Planning, DCC (chair)  
Rory Young, City Development, DCC  
Zara Barclay, Information and Resources Team, DCC

Apologies:

Glyn Lloyd, Children & Families, DCC  
Karen Moir, Community Safety and Justice, DCC  
Martin Tait, Scottish Fire & Rescue Service

**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**

Agreed as accurate.

- A report on the December DP Forum has been produced and will be published soon
- Other actions are covered by the agenda

**3. Matters Arising**

**a) DPMG Minute and Action List**

- All except one of the actions are covered by the agenda
- Paul highlighted that representatives are being sought by the Community Safety & Justice Executive Board to participate in a group on Tackling Falls. Anyone with relevant interest in this area should liaise with the Board
  - Alison to discuss with Karen Moir

**AF**

**b) Local Community Plans Launch / Dundee Decides**

Marie updated the group on these items.

Local Community Plans

- They are available on the DP website
- They are a localised version of the City Plan, and include priorities for LCPPs
- An aim is for LCPPs to be more flexible than previously, with
  - Membership changing to meet local needs
  - Work with the Third Sector being improved to increase local engagement
  - A revised code of operations (currently being updated)

Dundee Decides

- This was a pilot Participatory Budgeting (PB) process to allocate £1.2m of DCCs mainstream budget via public vote
- All aged eleven plus living in Dundee were eligible to vote, and approximately 10% of this population participated
- Was an entirely digital voting process and received very positive feedback from over 4,000 people

- The staff involved in promoting and supporting the process were very busy and did a great job
- Many of the smaller projects were supported rather than the bigger ones
- People engaged in dialogue with their families and staff around their decisions
- All successful projects will be completed within 2018-19

#### c) **Dundee Drug Misuse Commission**

Peter thanked everyone who attended the launch, and circulated a list of members of the Commission. In addition, the Commission is aiming to recruit someone with lived experience to the group.

A lot of research is to be carried out, and a call for evidence has been made. The Commission's first meeting is being planned for mid-May and will probably focus on the current situation in Dundee. The group is being supported by Peter and Vered.

Discussion followed which included;

- The Commission is a formal part of the Dundee Partnership. While it won't have any decision making power it will make recommendations as an independent group
- Ken Lynn's role on the group is likely to encompass several 'hats'

#### 4. **Living Wage City**

Lynn Anderson gave a presentation on work done so far and planned future progress with regard to developing Living Wage Cities (see attached presentation). Some of the main points included;

- Research has been carried out in partnership with Carnegie UK on the feasibility of a model that scales Living Wage (LW) accreditation to cities and various resulting options explored. The model will be finalised and launched during 2018
- Draft logos are being created, which include 'Making ??? a Living Wage City' and a skyline of the city (where distinctive enough)
- A city will need a lead group, including accredited employers, to take forward an application and action plan
- Four questions were posed
  - Is the model compatible with the Dundee approach?
  - What are your thoughts on the draft branding?
  - What are the barriers / challenges affecting applications?
  - What are your questions?

These questions led into discussion by group members, the main points of which included;

- A list of accredited employers in Dundee is available at <http://scottishlivingwage.org/accredited>
- The assessment of whether the LW is being paid takes into account travel time and other salary calculations where appropriate
- The Scottish LW is assessed annually and changes in November. Accredited employers then have six months to increase their salaries if needed
- Meeting the LW is a challenge for the Third Sector, especially if those on slightly higher grades also receive an increase. The Public Sector may need to commit to asking the Third Sector to commit to the Living Wage, and be prepared to fund accordingly
- What added value would there be for Dundee?
  - Momentum gain in accreditation of additional local employers through increased promotion and capacity
  - Range of benefits for micro-employers
- Being accredited based on having an appropriate action plan doesn't fit with Dundee's outcomes based approach; but the plan will have outcomes in it and so is not too dissimilar to the approach used in the City Plan and other strategies
- In practical terms, we may need a new group / sub-group of the DPCG to take this forward. This will need to include the D&A Chamber of Commerce and some of the local accredited employers
- Efforts should be targeted at larger employers and those in their supply chains, in order to maximise the number of people lifted to the LW

- New statistics around inclusive growth could lead to healthy competition between local authorities through a measure of what percentage of local workers are paid the LW or higher

The final model doesn't have a set launch date. The documentation around the model should be ready in late May. It then relies on a group being ready to put relevant local finishing touches to the model and taking this forward

## 5. **Community Engagement Strategy for Dundee**

Carole presented on this (see attached). The main points included;

- The Community Empowerment Act requires certain activities, including Community Engagement
- Part 2 of the Act is about public authorities working together and participation of/work with communities. Consultation of communities is not enough
- The Improvement Service and Scottish Community Development Centre are jointly running an Action Learning Programme. Carole, Hazel Bell and Paul Davies have already participated in one Tayside-wide workshop, with contributions from Alison Fannin, Angie Ballantine and John Hosie also having been received
- Community Planning Managers from across Scotland have also provided information to shape the programme
- The aims of the Action Learning Programme are;
  - To share good practice
  - To take action to make engagement better
  - To reflect on the opportunities and challenges
- Challenges need to be better identified, as well as forms of support that will work the best
- Finished by asking; How do all Community Planning Partnership partners work together to secure meaningful engagement?

Discussion followed, which included;

- Recognition that we are already good at community engagement in Dundee but that there is room for improvement, particularly around getting Partners to work better / more closely on this
  - The CLD Strategy did make a start on this 2-3 years ago
- How do we use current actions as a basis for actions across the DP, and within Partners? E.g. the HSCP are looking at Locality Planning which will progress over the next two years, but there are currently disconnects with the Local Community Plans and the Health Board
- The CLD Strategy needs to be revised to link to this topic, including to the Local Community Plans
- LCPPs need to refocus on their role, and steer those wishing to present to them to 'tick the community engagement box' towards actual engagement in communities
- We need to look at engagement across the board, not just CPP groups. In particular Third Sector agencies need to be included
- A Community Engagement Framework is being drafted at present. Coordination is needed to deal with the large number of overlaps that occur, and a Communications Strategy could help with this
  - The national standards are a good starting point
  - The HSCP's Strategic Priority Groups (SPGs) have done a lot of good engagement work on specific items
  - The question 'what is the engagement that is going on?' needs to be asked and answered
  - We need to have a better offer than every Partner going and doing their own engagement work. It could be worth revisiting previous approaches and look at what might work for everyone e.g. a locality approach
  - Marie to take this forward as part of the redevelopment of the CLD Strategy
- While we could ask for additional support from IS / SCDC, the group agreed that there should be sufficient knowledge and capacity locally to take this forward
- As part of taking this forward, commitment will be needed from the Executive Boards\*, and it would be useful to have an NHS Tayside representative on this group

**MD**

\* note that the agreed Executive Board remit includes responsibility to: Create effective mechanisms to empower and engage with communities (extract from report 360-2016)

## 6. Rationalising DP Structures

Peter informed the group that the DPMG agreed that each of the themes should undertake their own rationalisation process but did point out that two in particular had a large number of associated groups (Fair Work & Enterprise) or a complex structure around the HSCP (Health, Care & Wellbeing). Reducing the number of strategic groups will primarily help engagement in processes by the Third Sector and D&A Chamber of Commerce.

Discussion points included;

- The Transport Forum now has three sub-groups focussing on specific themes in order to give each of these due attention. This is an unfortunate consequence of focussing on an area of work and is an indication of why we see so many groups existing
- The DP could be seen as being made up solely of the DPMG, DPCG, and Executive Boards, with all other groups being operational groups (and so not part of the DP)
- The Fair Work & Enterprise Executive Board meetings spend an hour focussed on one relevant topic (e.g. tourism) as well as taking a wider look at outcomes within the Board's purview
- The overall structure of SPG's within the HSCP is under review at present
- Some discussion has taken place as to whether the Health, Care & Wellbeing Executive Board needs to exist, given the Integrated Joint Board must exist as a legal entity
  - As the IJB only covers adult work, there is still a need for the HC&W Executive Board as each of the three key outcomes includes work with children and young people
- The move towards more Regional work also adds to the number of groups forming, so we end up with Regional, Citywide, and Locality groups for several themes
- Locality based work also leads to many more requests to speak at groups. There is a need to link better strategically with local groups e.g. through larger events
- A key factor is where the decision making rests. If relatively few people can make decisions, then they need to attend 'all' of these groups. Consideration of appropriate delegation is needed
- Discussions on theme groups & sub-groups to be arranged between;
  - Alison, Peter, David Lynch, and Ken Lynn
  - Rory and Peter
  - As this is wider than just the DP, discussion also to take place involving David Martin, Mike Galloway, Peter, Rory and Alison Henderson

AF/PA  
RY/PA

PA

## 7. Scottish Fire & Rescue Service Transformation

Fraser reminded the group about the ongoing consultation being undertaken by SFRS. This is open until the 14<sup>th</sup> May at the address below.

<https://firescotland.citizenspace.com/sfrs-communications/your-service-your-voice/>

Overall, £15.5m is available to streamline and redevelop SFRS with the aim of making it better for everyone. This includes looking at what is needed at a local level and takes into account the changing remit due to fewer fires, more floods & environmental events, health & wellbeing, and emergency medical response. Any changes decided upon will be implemented over a two – three year period

## 8. City Plan for Dundee – Performance Reporting

The draft performance reports were well received at the March DPMG, with some feedback received on improvements to them.

The overall City Plan report replicates Pentana information through a high level scorecard, Performance Indicator Tables and Action Tables. Information is currently being updated, with most triggers having been sent out at the start of April. Themed reports have also been produced which mirror the overall report and also include a narrative section.

The aim would be for these to be updated on a six-monthly basis and for them to be usable at Executive Board meetings. There was some call for a quarterly report to the DPMG, but most felt that this was too frequent.

As information is added to indicators, there is an opportunity to amend them on Pentana if necessary.

**9. AOCB**

None raised

**10 Date of Next Meeting**

Thursday 14<sup>th</sup> June – Room 4.1, Dundee House

Attachments:

Living Wage Places presentation

Community Engagement Presentation