



**Dundee Partnership Fair Work and Enterprise Board
10:30 am, Friday 23 November 2018**

Note of Meeting/Action Points

- Present:** Councillor Short, Councillor Macpherson, Councillor McCready, David Martin, Robin Presswood, Gregor Hamilton, Peter Allan, Rory Young, Michelle Gautier, John Davidson, Dundee City Council; Alison Henderson, Dundee & Angus Chamber of Commerce; Shona Johnston, Dundee University; Lorna Edwards, Abertay University; Brian Riley, Dundee & Angus College; Jane McEwen, DWP; Gill Simpson, Scottish Enterprise; Evonne Boyd, Skills Development Scotland; Caroline Warburton, VisitScotland; Julie Farr, Dundee Social Enterprise Network
- Apologies:** Karen Donaldson, Dundee & Angus Chamber of Commerce; Wendy Third, Health & Social Care Partnership

1. Welcome, Introduction and matters arising

Robin Presswood welcomed attendees to his first meeting as co-chair. David Martin and Robin Presswood provided an update on the Michelin situation.

2. Developing the Citywide Employability Service

Evonne Boyd (SDS) and Michelle Gautier (DCC) provided an overview of work undertaken to develop the citywide employability service highlighting the priority actions to be taken forward by the Dundee Partnership Employability Group.

3. Tay Cities Deal Progress

Robin Presswood and David Martin provided views on the Heads of Terms agreement signed with UK and Scottish Governments in Perth on 22 November and outlined next steps.

4. Work and Enterprise Board Performance Indicators

Rory Young highlighted the performance indicators for Fair Work and Enterprise contained in the City Plan for Dundee noting positive trends and areas for improvement.

5. Fairness Commission Progress

Peter Allan reported that the second Dundee Fairness Commission is launching its recommendations on the 29 November at the Steeple Church, 1:30 – 4:30. The three key areas relate to mental health, money and reducing stigma.

6. Key Development Highlights

Robin Presswood highlighted work ongoing to develop regional collaboration across councils and with national agencies in relation to Tourism, Employability & Skills and Company Support.

Julie Farr highlighted ongoing work between Dundee City Council and Dundee Social Enterprise Network to develop a new Dundee Social Enterprise Strategy.

Peter Allan highlighted work to make Dundee Scotland's first Living Wage City.

7. Future Role of Work and Enterprise Board

A roundtable discussion took place regarding the role of the Board and format for future meetings.

8. Any Other Business

Gregor Hamilton provided an update on efforts to address issues in respect to vacant Technology Park units.

9. Date of Next Meeting

2.00 pm – 4.00 pm , Tuesday 19 February, Room 1.1, Dundee House.

ACTION POINTS

Meeting Date	Action	Owner	By Date
23/11/18	Employability to be added as a standing item to future Board meetings. Brief update to be provided on progress in delivering action plan	RY EB	19/02/19 Future Meetings
23/11/18	DCC to involve partners in discussions regarding investment of DCC employability funds	AM	Ongoing
23/11/18	DCC Employability leads to challenge contracted provision job conversion rate	AM	Ongoing
23/11/18	Employability Group to consider what elements of the skills agenda could be integrated with local employability partnership and what elements are best managed at the regional level	AM, EB	19/02/19
23/11/18	RP to attend next Employability Group	RP	Done
23/11/18	Review current KPIs and consider if they remain fit for purpose or need updated	RY, RP	19/02/19
23/11/18	Update name to Fair Work and Enterprise Board	RY	Done
23/11/18	Julie Farr to be invited to group leading work on making Dundee a Living Wage City	PA	30/11/18
23/11/18	All partners to consider how they can positively influence efforts to encourage employers to pay the real living wage. Peter Allan to follow up with partners individually	All PA	19/02/19
23/11/18	Report to City Development Committee regarding Technology Park	GH, RP	Jan 2019
23/11/18	Robin Presswood and Alison Henderson to meet to consider future direction of the Board All partners to email RP and AH regarding views on future role of Board and format / content for meetings	RP; AH All	21/12/18 21/12/18