

Key discussions and actions from PCLF meeting held on Tuesday 17th November 2020 at 17.00

Forum Attendees				Apologies	
Alan Caldwell	AC	Mike Robinson (Chair)	MR	Alyxs Dellaquaglia	Karen Reid
Brian Kemp	BK	Steve Stewart	SS	Clare Hamilton	Councillor Murray Lyle
Gareth Ruddock	GR	Thomas Kinney Nichol	TKN	Dawn Fuge	Nick Rowan
Councillor Grant Laing	GL	Tricia Fox	TF	Iain Hutchison	
Jackie Brerton	JB				

1.0 Welcome and apologies

MR opened the meeting and welcomed attendees.

MR advised that the Connected City working group lead was vacant as Clare Hamilton was not able to fulfil this role now.

Action: MR and SS to pick up offline and discuss working group lead.

2.0 Meeting minutes from 24/09/2020

Forum attendees agreed minutes to the meeting which was held on the 24 Sept 2020. GR raised typing error in his name, no other comments raised.

MR provided the forum with an update on the outstanding actions. Updates have been included in the actions which are distributed as part of the meeting minutes.

3.0 Perth City Conference

- 06/11 Debrief

General feedback from forum attendees included:

positive feedback, informative, good discussion with delegates and surfaced ideas in terms of “Why not use the river more as it’s a natural asset to the City”, left feeling excited and positive. Inspiring and encouraging to see how attendees from other European Cities are keen to help beyond the conference.

Action: TKN to pick up with Alyxs Dellaquaglia and discuss youth elements. And experiences.

- 04/12 Conference planning and structure, roles of PCLF board members

AC shared screen and talked through the outline agenda for the conference Workshops will consist of PCLF facilitator and a subject presenter. Workshops will be c40minutes in durations (5min intro, 30 mins discussion, 5 min to capture 2-3 key actions). Delegates will attend 2 workshops.

Workshops actions will then feed into the working groups to progress.

Rural Communities Workshop

Action: JB to come with suggestions to support for the Smart Rural Communities workshop.

Next steps – Alan will be in touch to rehearse on Hopin.

Action: TKN to pick up with AC on any support required for the conference.

Conference communications and awareness.

Action: TF and MR to pick up offline and discuss social media plan for conference.

4.0 Working Group getting them established, process, expectations and timetable

MR confirmed that the first part of the conference is ambition, second day is about inspiring and talking about how that might look in a local perspective.

MR asked the forum members to put their names down for the working groups, activity won’t start until the new year.

MR confirmed that there would not be a specific Rural working group as all Rural communities are integral in the working groups. MR confirmed that JB is a board member to oversee rural development.

PKC lead for each working group

Action: MR picking up with Karen Reid to ensure that each working group have the PKC representative.

Any Other Business

- Question/opportunity for Perth – what role should or could Perth have during COP26 – seems like an opportunity. For January agenda
Agreed to hold and add to Jan meeting, MR has contacts and not much has been confirmed for the conference. GL proposed that we could do a Satellite conference post COP. Question/opportunity for Perth – does Perth want to do something and if so what subject / angle whilst not replicating Glasgow.
- PCLF communications: need for a communication plan
Action: TF/SS to pick up and develop a communication plan and establish how this would dovetail into PKC.
- Paul Hainey – spoke to Mike, keen to be involved, he is attending a virtual conference on doughnut model for cities, hosted by Cambridge. Mike asked if he would attend and report to next Forum meeting?

Actions from Meeting 17 Nov 20

Ref	Activity	Date raised	Action / Updates	Action Owner	Target date
20-11-01	Connected City	17-Nov	Connected City Lead MR & SS to pick up and discuss working group lead	Mike Robinson Steve Stewart	30/11/2020
20-11-02	Networking	17-Nov	Thomas and Alyxs to catch up on youth elements	Thomas Kinney Nichol Alyxs Dellaquaglia	30/11/2020
20-11-03	Rural Communities	17-Nov	Rural Communities Workshop at Conference 4/12 JB to come with suggestions to support for the Smart Rural Communities workshop, confirm to Alan Caldwell	Jackie Brerton	24/11/2020
20-11-04	Conference 4/12	17-Nov	Conference support TKN to pick up with AC on any support required for the conference	Thomas Kinney Nichol	24/11/2020
20-11-05	Conference 4/12	17-Nov	Conference communications and awareness TF and MR to pick up offline and discuss social media plan for conference.	Tracie Fox Mike Robinson	24/11/2020
20-11-06	Governance	17-Nov	PKC lead for each working group MR to pick up with Karen Reid to ensure that each working group have the PKC representative.	Mike Robinson	15/12/2020
20-11-07	Governance	17-Nov	Jan Forum agenda item BK to add to Jan agenda: COP26 opportunities Guest Speaker - Paul Hainey	Brian Kemp	05/01/2021
20-11-08	Comms	17-Nov	PCLF Communications TF/SS to pick up and develop a communication plan and establish how this would dovetail into PKC	Tricia Fox Steve Stewart	15/12/2020

Update on Actions from previous meeting

Ref	Activity	Date raised	Action / Updates	Action Owner	Target date	Final outcome / update on action	Status
PCLF Meeting: 24/09/2020 Attendees: Mike Robinson, Steve Stewart, Tricia Fox, Alan Caldwell, Alyxs Dellaquaglia, Clare Hamilton, Dawn Fuge, Jackie Brerton, Nick Rowan, Garreth Ruddock, Iain Hamilton, Lesley Campbell							
20-09-01	Working Groups	24-Sep	MR to circulate names of volunteers to each WG Lead	Mike Robinson	06/11/2020	17/11 MR confirmed that this has been shared with volunteers which are in place now.	Closed
20-09-02	Investment	24-Sep	MR to contact PKC re capital investment project	Mike Robinson	06/11/2020	17/11 MR advised to carry action forward. GL confirmed that the Tay Road Bridge funding is independent of the Tay Cities Deal	Open
20-09-03	Branding	24-Sep	TF branding website LinkedIn	Tricia Fox	06/11/2020	17/11 TF confirmed this is now concluded	Closed
20-09-04	Branding	24-Sep	Biographies to Tricia Fox	All	06/11/2020	17/11 outstanding, TF confirmed that some bios have been received. All encouraged to submit short Bio to Tricia asap.	Open
20-09-05	Conference	24-Sep	AC further Hopin familiarisation of members of PCLF Board	Alan Caldwell	06/11/2020	17/11 AC confirmed action completed	Closed