

Key discussions and actions from PCLF meeting held on Tuesday 24th August 2021 at 17.00

Forum Attendees				Apologies
Alan Caldwell	AC	Jackie Brierton	JB	Alyxs Dellaquaglia
Brian Kemp	BK	Mike Robinson	MR	Thomas Kinney Nicol
David Howe	DH	Councillor Murray Lyle	ML	Nick Rowan
Dawn Fuge	DF	Steve Stewart	SS	Barbara Renton
Iain Hutchison	IH	Tricia Fox	TF	Councillor Grant Laing

1.0 Welcome and apologies

Mike welcomed everyone to the meeting and confirmed apologies have been received from Alyxs Dellaquaglia, Thomas Kinney Nicol, Nick Rowan. Barbara's PA advised that she would make every effort to attend but may not make it.

Forum meeting minutes from 29.06.21 - No comments were raised and the meeting minutes were approved. IH confirmed that action 21-04-09 (action to share working group priorities) had been discussed verbally on a previous forum, IH to send priorities to BK who will circulate with the meeting minutes.

2.0 CEO

MR advised the forum that the Council have appointed a new Chief Executive, Thomas Glen who is currently depute Chief Executive East Dunbartonshire he is due to take up his new role at the beginning of November.

3.0 Spotlight Session:

A. Climate solutions accelerator course: PCLF Involvement

AC updated the group on the commitment from the forum to complete the full or the accelerator course, SS has completed the full course (apart from one workshop).

AC held the zero-carbon working group last night and reinforced the code red situation.

The full programme takes c10 hours to complete, the accelerator is 90 minutes. AC proposal to the forum is that all forum members complete the 90-minute accelerator course as a minimum as this will help us all starting from the same level of knowledge. Zero carbon working group all committed to doing the 90 min course.

Action: BK to pick up with MR on accelerator course for handful of Aviva staff who have expressed interest in completed the course.

Action: AC to organise a 1-hour session in about 6 weeks to get together and agree priorities as a forum.

B. Feedback on the PCLF work programme

Forum agreed that the visual supplied by AC provided a very useful highlighting the various working group priorities as well as highlighting the cross overs and linkages across the various groups.

Action: TF/SS to catch up on how to use Alan's visual to help join the dots and how to use as part of the Oct conference (01/10)

Action: DH / IH to catch up on how to work together.

Social and inclusion group difficult to get set up and started, possibly runs through all the work streams instead of having it separated out.

Dawn looking for bullets / guidance on what this means so that she doesn't walk past it when focussing on her workstream.

Action MR to look at replacing lead for Gareth and provide DH with guidance.

C. Update on Sustainable Perth events including a launch of the vision for the most sustainable city

Consultation with Dawn and David on upcoming events, running out of time for the Sept event so plan is to hold the Transport and Connectivity session on 01/10 and then reschedule the Revitalising the City Centre event. Tricia and Kim have updated the website.

The Annual conference will be in Perth as the Biodiversity capital of Scotland on 3/12. The conference will be online. We need to be careful on how to position in Dec to maximise the event. S&H keen to help and have engaged with David on this. TF raised the point on the title and the conference as it's a mixed message. Sponsorship support for conference will need to replicate what we did last year, in addition to the resourcing implications.

Action: TF, SS, MR, AC to meet to understand the ask in terms of resource and sponsorship for the event.

4.0 PCLF Priorities for next months

Not covered during the meeting.

5.0 General discussion items / updates

- MR Advised the forum that the most sustainable small city message has created a splash nationally and we should continue to focus on this, MR has sight of an emerging paper which will be issued next week which talks about Scotland response to climate emergency.
TF has had a meeting with the DC Thomson which went well, they will remain neutral on their reporting, but happy with work with the forum. They have appointed a Head of Opinion and happy to work with us on any articles we want to publish which have an opinion.
- **Action:** Create a calendar of articles covering all working groups. TF to work with the working group leads to create calendar.
- **Action:** Working Group leads to have a think about relevant opinion articles and pick up with TF.
- JB commented to the group that she has been asked to join shaping the 10-year economic strategy, JB is on the advisory council, currently in the consultation phase with thoughts to be submitted by Friday.
Action: JB to share some of the presentations with the forum.
- SS picking up with the political side and the alliances of the Council and big corporate (e.g., Stagecoach, SSE) to show the partnerships which we have in place with a view to getting Perth included as one of the four cities included in the paper on climate solution.
Action: SS to look at how to get the big alliances engaged and supportive.
ML advised that Perth is one of the first cities in Scotland to have a full fibre network, however Perth isn't one of the 16 cities which are scheduled to get a data hub (data hubs are AL; located by Scottish Government). ML is speaking to Martin Wallace, Digital Officer next week.
Action: ML to speak to DH before meeting with Martin.
Action: ML to email DH with background information on data hub.
- Perth Ambassador Programme
SS next session with the Ambassadors will be beginning of Dec and hopefully face to face. It would be good to have Thomas Glenn along if possible.
Action: ML to set up meeting with Thomas Glenn as a matter of priority to pick up with the PLCF Board.
Ambassadors' new website launched; action required for PLCF members to upload their profiles.
Action: SS to send round instructions on how to upload profile.
MR asked SS whether it was possible to align the Ambassadors meeting in Dec with the conference (accepting that the conference will be remote)
Action: SS to look at the dates and check whether they can be aligned.
- Youth forum – update via email from Alyxs.
- SCIO registration
JB advised no progress on that yet, strategy document has been received from TF, JB to start work on the application.
- Mini seminar calendar
AC confirmed all online in terms of dates. Planned up until Christmas.
Action: AC/TF to start to think about Q1 seminars so that we can get into a rhythm of planning a quarter ahead.

6.0 Forum actions

Updated as per master action log.

7.0 AOB

- COP26 – MR advised that discussions are ongoing, challenge with sponsorship c£70k, struggling as we haven't got strong strategy, deliverables to support significant sponsorship.
- **Date of next meeting Tuesday 19th October 2021 @ 1700**
Plan is to meet in person at Mhor Coffee, 10 Kinnoull Street, Perth PH1 5EN

Summary of Meeting actions

Ref	Action / Updates	Action Owner	Target date
PCLF Meeting: 24/08/2021			
Attendees: Alan Caldwell, Brian Kemp, David Howe, Dawn Fuge, Iain Hutchison, Jackie Brierton, Mike Robinson, Murray Lyle, Steve Stewart, Tricia Fox			
Apologies: Alyxs Dellaquaglia, Thomas Kinney Nicol, Nick Rowan, Barbara Renton, Grant Laing.			
21-08-01	Accelerator course BK to pick up with MR on accelerator course for handful of Aviva staff who have expressed interest in completed the course.	Brian Kemp	10-Sep
21-08-02	Climate solutions course AC to organise a 1 hour session in about 6 weeks to get together and agree priorities as a forum.	Alan Caldwell	30-Sep
21-08-03	Working group priorities / dependencies TF/SS to catch up on how to use Alan's visual to help join the dots and how to use as part of the Oct conference (01/10)	Steve Stewart Tricia Fox	10-Sep
21-08-04	Working group dependencies / linkages DF/IH to catch up on how to work together	Dawn Fuge Iain Hutchison	03-Sep
21-08-05	Diversity & Inclusion working group lead MR to look at replacing lead for Gareth and provide DF with guidance on topic	Mike Robinson	24-Sep
21-08-06	Annual Conference in December TF, SS, MR, AC to meet to understand the ask in terms of resource and sponsorship for the event.	Tricia Fox Steve Stewart Mike Robinson Alan Caldwell	17-Sep
21-08-07	Press article calendar Create a calendar of articles covering all working groups. TF to work with the working group leads to create calendar.	Tricia Fox	19-Oct
21-08-08	Press article calendar Working Group leads to have a think about relevant opinion articles and pick up with TF	Working Group Leads	17-Sep
21-08-09	10 year economic strategy JB to share some of the presentations with the forum	Jackie Brierton	10-Sep
21-08-10	Climate solutions paper SS to look at how to get the big alliances engaged and supportive	Steve Stewart	24-Sep
21-08-11	Martin Wallace meeting ML to speak to DH before meeting with Martin.	Murray Lyle	31-Aug
21-08-12	Data hub cities ML to email DH with background information on data hub.	Murray Lyle	31-Aug
21-08-13	New CEO ML to set up meeting with Thomas Glenn as a matter of priority to pick up with the PCLF Board.	Murray Lyle	03-Sep
21-08-14	Ambassadors website SS to send round instructions on how to upload profile for PCLF members to do	Steve Stewart PCLF Members	03-Sep 24-Sep
21-08-15	Biodiversity Conference / Ambassadors meet in Dec SS to look at the dates and check whether they can be aligned.	Steve Stewart	10-Sep
21-08-16	Q1 planning for mini seminars AC/TF to start to think about Q1 seminars so that we can get into a rhythm of planning a quarter ahead.	Alan Caldwell Tricia Fox	End Oct