



Community Planning West Dunbartonshire Executive Group – Meeting Note and Actions

Date: Monday 9 October 2023

Time: 11:00

	Item
1.	Welcome, introductions and apologies.
	<p>In Attendance: Peter Hessett (Chair) (PH), Peter Barry (PB), Lorna Gibson (LG), Fiona Taylor (FT), Elaine Troup (ET), Lesley James (LJ), Amanda Graham (AG), Selina Ross (SR).</p> <p>Apologies: Ryan McMurdo (RM) (to be removed from attendee list)</p>
2.	Note and action log of previous meeting
	<ul style="list-style-type: none"> • Agreed as an accurate record. • Discussion held around the Partnership Agreement. General agreement that all CP partners engage well with the wider community. A mapping exercise will be undertaken to understand the diversity of the engagement that takes place. This will be built into the revised Partnership Agreement. As will the feedback from the recent work undertaken by the Communities Team. Acknowledgement that CPWD would benefit by sharing success stories or progress with communities. Consideration to how this could be achieved. • Action – ET to progress work stream.
3.	DIG updates on plan revisions
	<ul style="list-style-type: none"> • All DIG leads confirmed their Action Plans are either in place or in draft form and will be presented to November Board meeting. • Action – LJ and ET to discuss Nurtured DIG, meeting is taking place Monday 6 November. • ET confirmed that Ric Rea could support DIG leads through the use of Pentana to report progress. • Having recently had a presentation on each of the three themes it was agreed to invite Claire Cusick (CC) to present on the Whole Family

	Wellbeing Fund (WFWF). This will allow a greater understanding of the project and allow the partners to engage in wider discussion around opportunities to add value. Action ET – extend an invite to CC to attend Management Board.
4.	Exception reporting: Matters arising from DIGs that cannot be resolved within DIG.
	Nothing raised.
5.	CPWD Management Board Meeting
	<ul style="list-style-type: none"> Next meeting will be on MS Teams Meeting in May likely to be in person.
6.	AOCB and Date of Next Meeting
	<p>Best Value Audit – PH up-dated that a series of interviews had taken place and a draft report is expected next week (w/c16.10.23)</p> <p>CPWD Annual Report is now due. Action ET will contact all DIG leads to request information and good news stories.</p> <p>PH thanked LG for her on-going support to CPWD and wished her well in her promoted role. Jonathan Harris will take over from LG in November.</p> <p>Meeting dates:</p> <ul style="list-style-type: none"> CPWD Pre Agenda – 25 October 2023; CPWD Management Meeting - 16 November 2023 Exec Group meeting: Monday 22 January '24 11am (MS Teams)

No.	Action	Progress
2.1	Action ET – to progress work on the development of Partnership Agreement. Email all Partners to understand the extent/diversity of community engagement undertaken.	
3.1	Action – LJ and ET to discuss Nurtured DIG action plan.	Meeting on Monday 6 November.
3.2	Action ET – extend an invite to CC to attend Management Board. Email Ashley to up-date CPWD Management Board Agenda.	Invitation sent 09.10.23
6. 1	Action ET - email all DIG leads to request feedback / information to support the preparation of CPWD Annual Report 2022/23.	