**NDP Steering Group meeting 2**

**17th September 2018**

**ACTIONS**

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| Notes / Action | Lead |  |
| Apologies – Brian Barber, Claire Whelan |  |  |
| Matters Arising   1. Terms of Reference – Terms of reference were nominated by CM & seconded by TR. Approved by steering group 2. Code of conduct this additional paper will be used in conjunction with Council code. Terry presented her thoughts on how we understand our impact on others and never abuse our power. The group agreed this and would be happy for other group members to challenge behaviours. 3. Think tank to take place in October. Any themes people wish to discuss please forward to Heather. Can we meet from 6.30-9.00 4. Group confirmed that content and milestones are good to go 5. Comms & Engagement – Facebook page created all to review and comment to Claire (attached in Claire’s progress report) 6. Limited feedback from larger group to be part of think tanks. We agreed to make contact with people on an individual basis regarding their involvement. See Appendix 1 7. Apprentice Imogen will provide one day a week cover for us. We discussed key jobs she may do these include  * Production of project plan * Stakeholder list * FAQ & Briefing for group when they meet with members of community * It was agreed the Imogen would meet with Ian/Terry, Ian/Cath, Brigid/Chris, John * Heather will meet with Imogen next week to review this with her  1. Stakeholder list – some had generated this for progress report. We reviewed the copy from Charlotte Caldwell. Group to review this list and rate red/amber/green re: peoples inclusion. A report on stakeholders will be presented at next meeting. Can you also add any others as part of project plan 2. Talent bank no action to date 3. Declaration of Interests – will defer to next meeting 4. Data Storage – to be discussed with Imogen | All  All  All  Heather  All  Heather |  |
| Ongoing  5th Oct  As above  24/9  8/10  24/9 |
| Feedback / Update from each group  All groups shared progress to date. We agreed that there would be overlap in data collected and we would highlight this during project |  |
| Sense of place – we discussed the proposals presented by Iain and Cath regarding engagement. We agreed that this was an excellent proposal and confirmed that this was just the starting point we would be engaging with others as well as the school during the process. |  |
| Date of Next meeting 15th October 6.30 – 9  Battery House |  |

**Appendix 1**

Steering group members to contact individuals below and describe the 4 think tanks and seek their sign up.

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| Contacts | Steering Group Member |
| Roselyne, Graham & Vanessa W, Angus C | John |
| Stella Barber, Colin M, Joyce D, Brigit W, | Chris |
| Linda Wyatt, Judy Fox, Paul S, | Terry |
| Rev Steve, Steve and Niamh D | Cath |
| John Hagan, JLS, | Heather |

Will someone also speak to Phil Gerish?

1. **Actions from last meeting**
2. **Update on Progress –** *all members to give a verbal update on their work-streams*
3. **Issues, Actions and next steps**
4. **Any Other Business**
5. **Date of next meeting**