

REPORT TO: COMMUNITIES COMMITTEE – 14 JUNE 2004
REPORT ON: COMMUNITIES DEPARTMENT SERVICE PLAN 2004-2007
REPORT BY: HEAD OF COMMUNITIES
REPORT NO: 448-2004

1.0 PURPOSE OF REPORT

1.1 To advise the Committee of progress with implementation of the Communities Department Service Plan which was approved by Committee in January 2004.

2.0 RECOMMENDATIONS

2.1 The Committee is asked to note the contents of the Report and the progress achieved.

3.0 FINANCIAL IMPLICATIONS

3.1 The work progressed has been funded within the revenue budget allocated by Dundee City Council during the financial year 2003/2004 and attracted from external resources by the department.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 The work of the Communities Department addresses numerous Local Agenda 21 targets. Promoting equality and tackling disadvantage is central to the objectives of the department.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 The Communities Department plays a lead role in terms of equal opportunities work across the Council and seeks through its work with adults and young people, and its role as an employer, to promote equal opportunities.

6.0 BACKGROUND

6.1 The Communities Department was established in September 2003, following a review of the structure of Dundee City Council. The new Communities Department took over the functions and service areas of the former Neighbourhood Resources and Development Department.

- Adult learning
- Centres and projects
- Community regeneration
- Health development
- Libraries and information
- Young people
- Corporate and Management services

6.2 The structure of the department and its Service Plan was a direct response to emerging priorities and needs identified by the Local Authority, and also to national developments. One of the objectives of the restructuring was the creation of clear accountability for key areas of service at both neighbourhood and city-wide level.

6.3 Responsibility for city-wide service areas now rests with Section Leaders. Within each locality, a Communities Officer has responsibility for ensuring that the different teams operating within the same defined area work in a way which is mutually supportive and which responds to community learning and development priorities of the Authority, its community planning partners, and the community itself. The work of the Communities Officers has been focused through the production of Local Community Plans.

6.4 The department has played a key role, both locally and strategically, in development of Dundee's community planning agenda. The Local Community Plans mirror the strategic themes of:

- Building Stronger Communities
- Learning and Working
- Community Safety
- Dundee's Environment
- Health and Care

6.5 The department has continued to depend substantially on external funding and has integrated funding from the Social Inclusion Partnership programme, Community Safety programme, European sources, and Lottery funds, to extend mainstream-funded provision.

7.0 KEY ACHIEVEMENTS

7.1 Adult Learning

7.1.1 Excellent progress has been made on implementation of the Literacies Action Plan. The number of adults participating in literacies programmes has been increased from 520 to 1,142.

7.1.2 The number of venues delivering literacy programmes has been increased from two to 13.

7.1.3 Access to ICT Broadband Connections in Community Libraries has increased to over 200 PC's. There have been on average 13,000 log-ins per month in the new community learning centres.

7.1.4 418 people requested individual adult guidance support. Service evaluation confirms that 90% of those participating in adult guidance have achieved a positive outcome (further learning, employment or voluntary work).

7.2 Centres and Projects

7.2.1 There were 323,223 user visits to Dundee's community centres in 2003-2004. An increase of 9% on the previous year, and of nearly 70% since the survey began in 1997-1998.

7.2.2 The programme of targeted investment for refurbishment and improvement continues. Major applications are outstanding for work in Ardler and Charleston, with Council resources already committed in support of these proposals.

7.3 Community Regeneration

7.3.1 Local Community Plans have been produced on time for each of the decentralisation areas in Dundee, with additional Plans produced for Kirkton and Hilltown.

7.3.2 The number of designated communities which have held local consultation/forum events increased from 15 to 30.

7.3.4 The number of electoral wards served by a neighbourhood representative structure (or Community Council) has increased to 16.

7.3.5 The local Neighbourhood Partnership Networks now include representation from NHS Tayside and Tayside Police and, in some cases, social housing landlords – these provide a strong basis for taking forward local community planning in Dundee.

7.3.6 A Transitional Regeneration Outcome Agreement for the integration for Dundee's Social Inclusion Partnerships into the Dundee Community Planning Partnership has been approved by Communities Scotland.

7.4 Health Development

- 7.4.1 The number of young people accessing services in The Corner (young persons' health and information project) has been maintained at between 850 and 1,000 per month.
- 7.4.2 The number of hits on The Corner's website has increased to 10,318.
- 7.4.3 The department has completed preparation for its submission for the Bronze Award under Scotland's Health at Work.
- 7.4.4 Additional funding has been secured for Healthy Eating initiatives targeting young people from the City Council's Quality of Life Fund.

7.5 Library and Information

- 7.5.1 There were over 1.3 million visitors to Dundee's libraries in 2003-2004, an increase of 2% on the previous year, and the highest number of visitors recorded since the formation of Dundee City Council in 1996.
- 7.5.2 The number of online library enquiries increased from 360,000 last year to a million enquiries in 2003/2004.
- 7.5.3 The total number of registered members of Dundee's libraries increased by 8.9% to 76,666.
- 7.5.4 The number of public access bookings in learning centres increased from 120,000 to 165,000.
- 7.5.5 The number of unique visits to the Council website per annum is now well over one million.

7.6 Young People

- 7.6.1 The number of hits on the local page of the national portal for "Young Scot" has increased to an average of 1,427 per month.
- 7.6.2 Additional funding has been secured from the Scottish Executive to enhance youth provision, focusing particularly on the reintroduction of paid youth workers to work with those under 12, and mainstream funding for youth work in the Hilltown and The Shore.
- 7.6.3 The number of young people participating in programmes in The Shore has been maintained at 650 per month.
- 7.6.4 Two external evaluations of the Xplore Social Inclusion Partnership have provided positive evidence of its effectiveness and commended the model of intervention.

7.7 Community Safety

- 7.7.1 The Dundee Community Strategy Safety Partnership is now firmly established as a strong partnership between the public sector, voluntary organisations and the community.
- 7.7.2 The Community Safety Wardens initiative has been brought on-stream and the first phase established.
- 7.7.3 The Scottish Executive have increased the allocation of funding for Community Safety in Dundee by £215,570.

7.8 Equality and Diversity

- 7.8.1 Uptake of the translation and interpretation service has increased from 2,000 to 2,421 service users.

- 7.8.2 There are still concerns that other community planning partners are not taking advantage fully of this service.
- 7.8.3 A Dundee Equalities Partnership has been agreed and is in the process of being established.
- 7.8.4 Baseline performance monitoring for equality and diversity has been agreed by the City Council's Management Team and a first report is scheduled for September 2004.

7.9 Outdoor Education

- 7.9.1 Significant external capital investment from the Lottery has been secured for the refurbishment of the Ancrum Outdoor Activity Centre - £176k capital - £145k revenue – over three years.

- 7.10 Details of the performance against key service areas is summarised in Appendix 1. Progress with projects identified in the Service Plan are listed in Appendix 2.

8.0 CONSULTATION

- 8.1 The Chief Executive, Assistant Chief Executive (Community Planning) and Depute Chief Executives (Finance) and (Support Services) have been consulted and are in agreement with the contents of this report.

9.0 BACKGROUND PAPERS

- 9.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

Signed: Stewart Murdoch
Head of Communities

Date: 4 June 2004

APPENDIX 1

Key Performance Measures & Targets

Category Name	<i>ADULT LEARNING</i>	Baseline	2003 / 2004	Target 2007
Number of adult learners enrolled in mainstream literacy programme		260	252 (-3%)	+25%
Implement the literacies Action Plan delivering adult literacy opportunities, via partners, to new learners.		520	1,142	1,000

Category Name	<i>ADULT LEARNING</i>	Baseline	2003 / 2004	Target 2007
Number of adults participating in adult learning activities.		To be established in new MIS	19,297 Learner visits	+15%

Category Name	<i>ADULT LEARNING</i>	Baseline	2003 / 2004	Target 2007
Number of adult learners undertaking a first qualification.		77	59 (-23%)	+25%

Category Name	<i>CENTRES AND PROJECTS</i>	Baseline	2003 / 2004	Target 2007
Number of Centre users per year		296,357	323,223 (+9%)	Plus 5%
Number of users within age categories:-				
• Children and Young People		103,704	121,715 (+17%)	Plus 5%
• Adults		129,366	126,852 (-2%)	Plus 5%
• Mixed Ages		63,287	74,656 (+18%)	Plus 5%
Number of programmed Social/Leisure and Recreation Classes per week		63	65	70
Number of external organisation lets per week		165	155	180

Category Name	<i>CENTRES AND PROJECTS</i>	Baseline	2003 / 2004	Target 2007
% of Management group members attending meetings		63%	65%	70%
Number of survey activities undertaken		18	18	25

Category Name	<i>CENTRES AND PROJECTS</i>	Baseline	2003 / 2004	Target 2007
% of staff receiving job-related training		To be established	To be established	Plus 5%
Occupancy rate for bookable facilities		66%	60%	70%

Key Performance Measures & Targets

Category Name	Baseline	2003 / 2004	Target 2007
<i>COMMUNITY REGENERATION</i>			
Number of designated communities with access to consultation/events	15	30	30

Category Name	Baseline	2003 / 2004	Target 2007
<i>COMMUNITY REGENERATION</i>			
Number of participants involved in Communities Department-led community regeneration activities	To be established	To be established	Increase by 10%
Number of electoral wards served by neighbourhood representative structures (including Community Councils)	11	16	25

Category Name	Baseline	2003 / 2004	Target 2007
<i>COMMUNITY REGENERATION</i>			
Number of community areas covered by community profiles	6	13	24
Number of decentralisation areas served by local community plans	0	7+2 BNSF areas by 10/6/04	7 by June 2004

Category Name	Baseline	2003 / 2004	Target 2007
<i>COMMUNITY REGENERATION</i>			
Number of community regeneration groups using monitoring and evaluation to measure community capacity	To be established	To be established	All Department - led groups

Category Name	Baseline	2003 / 2004	Target 2007
<i>HEALTH DEVELOPMENT</i>			
The Shore*			.
Number of young people involved in The Shore's core programme	650 contacts per month	650	Increase by 15%

Category Name	Baseline	2003 / 2004	Target 2007
<i>HEALTH DEVELOPMENT</i>			
Healthy Living Initiative			
Number of local people involved in activities created by the HLI	800 contacts per month	700 (-12%)	Increase by 25%

Category Name	Baseline	2003 / 2004	Target 2007
<i>HEALTH DEVELOPMENT</i>			
The Corner*			
Number of young people accessing The Corner's drop-in.	850 – 1000 contacts per month	850-1000 contacts per month.	Sustain current level
Number of hits to The Corner's website	Average 2000 hits per year	10,318 hits to date (periodic monitoring to be introduced)	Increase by 15%

Key Performance Measures & Targets

Category Name	HEALTH DEVELOPMENT	Baseline	2003 / 2004	Target 2007
Peer Education Project*				
Number of young people undertaking training as peer educators and being accredited for their involvement (S2)		Train 50 young people per year	Sustaining target level	Sustain current level
Number of recipients in Primary Schools (P7)		Deliver health input to 320 P7s per year	Sustaining target level	Sustain current level

Category Name	HEALTH DEVELOPMENT	Baseline	2003 / 2004	Target 2006
Scotland's Health at Work				
Achieve awards to improve the health of the Departments workforce		Work towards Bronze Award by end 2004	Bronze Portfolio submission June 2004	Achieve Silver Award by end 2006

* See also the Young People Section of this Plan

Category Name	LIBRARY & INFORMATION	Baseline	2003 / 2004	Target 2007
Number of library enquiries:				
• On-line		360,000	1 million (+approx 280%)	+10%
• Staff supported		156,216	159620 (+2.2%)	+3%

Category Name	LIBRARY & INFORMATION	Baseline	2003 / 2004	Target 2007
Number of library members:				
• Registered membership (Books)		65,996	72,211 (+9.4%)	+2%
• Registered membership (Books & Audio)		70,410	76,666 (+8.9%)	+2%

Category Name	LIBRARY & INFORMATION	Baseline	2003 / 2004	Target 2007
Number of reader-centred activities:				
• Reading promotions		213	341 (+60%)	+5%
• Reading groups		5	6	8

Category Name	LIBRARY & INFORMATION	Baseline	2003 / 2004	Target 2007
Number of public access PC bookings:				
		120,000	165,000 (+38%)	+5%

Key Performance Measures & Targets

Category Name	<i>LIBRARY & INFORMATION</i>	Baseline	2003 / 2004	Target 2007
Number of unique visitors to the Council website per annum:		250,000	1 million (+approx 400%)	+5%

Category Name	<i>YOUNG PEOPLE</i>	Baseline	2003 / 2004	Target 2007
Number of young people engaged in (mainstream funded) youth work programmes.		To be established in Year One	10,032 visits between January & March 2004	5% increase in both year two and year three

Category Name	<i>YOUNG PEOPLE</i>	Baseline	2003 / 2004	Target 2007
Number of young people who achieve accreditation for their learning.		154	180 (+17%)	5% increase per year
Number of young people engaged in negotiated learning as evidenced by Individual or Group Learning Plans or equivalent.		391	387 (-1%)	5% increase per year

Category Name	<i>YOUNG PEOPLE</i>	Baseline	2003 / 2004	Target 2007
Number of "hits" on the local pages of the National Portal		1334 (represents the current monthly average)	1427 average per month (+7%)	5% increase on the monthly average per year
Number of young people engaged in Community Planning activities.		To be established in year one.	1720	5% increase in years two and three.

Category Name	<i>YOUNG PEOPLE</i>	Baseline	2003 / 2004	Target 2007
Number of collaborative partnership initiatives.		31	34 (+10%)	5% increase per year

Category Name	<i>SUPPORT FOR YOUNG PEOPLE</i>	Baseline	2003 / 2004	Target
Deliver contracted youth work services to targeted participants within BNSF designated schools.		BNSF local outcome agreements	3000 Individual Outcomes achieved	BNSF local outcome agreements

Category Name	<i>SUPPORT FOR YOUNG PEOPLE</i>	Baseline	2003 / 2004	Target
Offer young people aged 12 to 18 years individual support to achieve personal learning plans and targets.		To SIP agreed targets	Support Provided to 260 young people	To SIP agreed targets

Key Performance Measures & Targets

Category Name	<i>NEIGHBOURHOOD MANAGEMENT</i>	Baseline	2003 / 2004	Target
Co-ordinate services and improve delivery	BNSF local outcome agreements		*	BNSF local outcome agreements
Promote community engagement				
Promote community safety and environmental action				

* The BNSF Neighbourhood Management Initiative's performance against the targets detailed in the Local Outcome Agreement will be assessed following a series of planned surveys scheduled to be undertaken between June & Sept 2004. Following which, the Annual Report to the Scottish Executive will be completed (deadline 30/09/04) and the external evaluator's report submitted to the Scottish Executive by 31/01/05.

Key Performance Measures & Targets

Category Name	<i>COMMUNITY SAFETY</i>	Baseline	2003 / 2004	Target 2004
Secure additional external funding.		£130,000	£215,570	£150,000

Category Name	<i>COMMUNITY SAFETY</i>	Baseline	2003 / 2004	Target 2004
Support the inclusion of Community Safety elements in Local Community Plans		0	C S section in 9 plans	7

Category Name	<i>EQUALITY & DIVERSITY</i>	Baseline	2003 / 2004	Target 2007
Increase translation/interpreting units of operation by 10% annually.		2000	2421 (+21%)	Increase by 10%

Category Name	<i>OUTDOOR EDUCATION</i>	Baseline	2003 / 2004	Target 2005
Deliver contracted outdoor education services to targeted Education Department participants.		240 days tuition	235	Maintain baseline

Category Name	<i>OUTDOOR EDUCATION</i>	Baseline	2003 / 2004	Target
Deliver contracted outdoor education services to targeted participants within BNSF designated schools.		BNSF local outcome agreements	See Support for Young People target above	BNSF local outcome agreements

Category Name	<i>OUTDOOR EDUCATION</i>	Baseline	2003 / 2004	Target 2007
Deliver programme of NOF funded outdoor provision				
<ul style="list-style-type: none"> Strand 1 Active Steps 		0	Begins May 2004	90 courses
<ul style="list-style-type: none"> Strand 2 Accreditation of Leaders 		0	51 to date	300
<ul style="list-style-type: none"> Strand 3 Accreditation of Participants 		0	"Natural Connections" Award now in place	2000

Key Performance Measures & Targets

Category Name	<i>OUTDOOR EDUCATION</i>	Baseline	2003 / 2004	Target 2007
Deliver Core Programme of Public Access Courses				
Summer		85	101 (+19%)	+15%
Winter		85	71 (-16%)	+15%

Category Name	<i>OUTDOOR EDUCATION</i>	Baseline	2003 / 2004	Target 2007
Maintain Quality Assurance Moderation of licensed provision.		4 Inspections	5 Inspections	Minimum 6 Inspections p.a.

Category Name	<i>OUTDOOR EDUCATION</i>	Baseline	2003 / 2004	Target 2007
Increase use of public accessed equipment hire services.		297 hires	277 (-7%)	Increase use by 10% (groups & individuals)

Category Name	<i>OUTDOOR EDUCATION</i>	Baseline	2003 / 2004	Target 2007
Access External Funding Sources			Capital £176,000 Revenue £145,000 over 3 years	Minimum £20,000 p.a.

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APPENDIX 2

Key Developments & Projects: *Learning Around/Dundee*

	Project Objective	Lead Officer	2003 / 2004	Target End Date
1	Provide Guidance and Learning opportunities to people who are traditional non-participants.	Marie Dailly	The above project provided learning and guidance to 418 people across the SIP and ESF eligible areas of Dundee, including individual guidance interviews, Job Shops, short courses and personal action planning. The project predominantly focused on individuals who were unemployed and who had little or no formal qualifications and who do not traditionally participate in learning activities. The project evaluation reports the outcomes of helping to increase confidence and self-esteem, and that 90% of project participants go on to learning, employment or voluntary work.	2005

Key Developments & Projects: *Building Community Capacity*

	Project Objective	Lead Officer	2003 / 2004	Target End Date
2	Increase skills, confidence and knowledge of individuals and groups, to participate in their community.	Marie Dailly	The project works across SIP and ERDF eligible areas to provide support to individuals and groups to participate in community activity, and community planning. The project has provided 73 community organisations across these areas with capacity building support which has ranged from training; mentoring to Management Committees; helping groups plan, monitor and evaluate their activities; facilitating community participation in community planning; and helping new groups develop.	2006

Key Developments & Projects: *Literacy Action Plan*

	Project Objective	Lead Officer	2003 / 2004	Target End Date
3	Raise the levels of adult literacy and numeracy	Marie Dailly	The number of learners receiving literacies support has more than doubled in the last year, to 1142. The number of venues has increased from 2 to 13. Dundee has participated in the "Big Plus" national awareness-raising campaign. Initial training has been provided to 39 tutors with further training provided in specialist subject areas.	2006

Key Developments & Projects *Adult Learning*

	Project Objective	Lead Officer	2003 / 2004	Target End Date
4	Provide learning opportunities through the development of ICT strategies	Frances Foster	Access to ICT in the community libraries and learning centres is delivered through over 200 PC's with high speed broadband connections. The community is supported in their access to ICT by taster sessions and one-to-one support from library and information staff and IT workers. With over 13,000 log-ins per month on the library and learning centre pc's the lifelong learning opportunities continue to develop.	2004
5	Develop in conjunction with centre provision a range of leisure based ICT programmes	Frances Foster	Leisure based ICT programmes are being developed in four ways – volunteer-led groups; peer-learning groups; self-financing groups; and groups addressing specific needs, led by ICT workers. Provision will grow in response to demand, utilising best practice from the above.	2004

Key Developments & Projects *Centres and Projects*

	Project Objective	Lead Officer	2003 / 2004	Target End Date
6	Develop Marketing Strategy for Centres and Projects	Debbie Booth	Draft Strategy under discussion via the Community information team. Market Research baseline questionnaire being developed. Marketing "checklist" being developed. Development for procuring a centrally held marketing & promotions cost centre under discussion.	2004
7	Pilot and commission Communities Department Data Management System	Richard Hardie	System specification agreed; system design completed; User interface under development.	2004
8	Develop Ardler Leisure / Café facility	Alistair Cluley	£500,000 already identified; Further funding being sought through ERDF and Job Centre Plus; Local market assessment underway.	2004
9	Implement Service Level Agreement with Grey Lodge (1)	Debbie Booth	SLA conditions agreed. Data Checklist nearing completion. Awaiting decision from Administrator of local Authority Pension scheme on request for admission to scheme	Ongoing
10	Implement Service Level Agreement with Whitfield Activity Complex (1)	Debbie Booth	SLA conditions agreed. Data Checklist complete. External funding options are being developed with the External Funding Officer.	Ongoing

	Project Objective	Lead Officer	2003 / 2004	Target End Date
11	Support SIP funding application and development of the Highwayman Centre (2)	Debbie Booth	100% SIP funding awarded till end of 2004/05. Progress being made by Project Leader, SIP worker and External Funding Officer re funding beyond this date. Funding for youth work secured from mainstream sources.	Ongoing
12	Support the Kirkton Community Support Management Group to implement Lottery Funding Award (2)	Debbie Booth	Lottery funding package and new project co-ordinator now in place. Ongoing support via Unit Leader and links with Kirkton Community Centre.	Ongoing
13	Support revision of management arrangements for Maxwelltown Information Centre (2)	Debbie Booth	Lottery funding for additional worker, etc, in place. Externally funded worker appointed as of April 2004.	Ongoing
14	Healthy Dundee Initiative:- cooled drinking water available in all 6 Centres	Alistair Cluley	Committee Report to approve rolling implementation programme passed May 2004.	2004
15	Secure Lottery funding for extension of Charleston Centre and manage refurbishment contract	Moira Methven	Applications to Community Fund and ERDF completed and submitted. Application endorsed by Fair Share Trust. £207,000 committed from Department's Capital budget.	To be confirmed

Key Developments & Projects ***Community Regeneration***

	Project Objective	Lead Officer	2003 / 2004	Target End Date
16	Produce and implement an action plan which addresses poverty and social inclusion	L Kay	Policy/Action Plan framework agreed by Dundee Partnership. Draft Action Plan will be completed by October 2004	2007
17	Develop draft local community plans for each Decentralisation area across the city	N Gunn	9 Draft LCP working documents and summaries already completed, and summaries for publication will be produced by June 2004	June 2004

	Project Objective	Lead Officer	2003 / 2004	Target End Date
18	Maintain neighbourhood partnership networks (inter agency) for each decentralisation area across the city, promoting consultation, liaison, corporate working and targeted regeneration activity	N Gunn	Neighbourhood Partnership Networks established and functioning in each decentralisation area and in Kirkton and Hilltown BNSF areas	2004-2007
19	Develop a co-ordinated outreach and engagement programme to build community capacity	N Gunn M Dailly	Partnership – Based Community Engagement and Communication Strategies will be produced for each decentralisation area by 30 June 2004	2004 - 2007
20	Participate in the “Standards For Community Engagement Pilot Project” commissioned by the Scottish Executive through Communities Scotland	N Gunn	Dundee North West Area will participate in the pilot programme. April – December 2004	2004 - 2005
21	Participate in the ‘Community Benefits and Procurement’ Pilot Project led by the Scottish Executive	S Murdoch	2 Dundee Projects (Building Construction and Social Care) currently included in Scottish pilot programme. The Joseph Rowntree Foundation now considers Dundee to be the leading Scottish Local Authority on implementation of Community Benefit Clauses	2005 ongoing
22	Support Dundee’s involvement in the ‘Independent Support for Community Engagement in Community Planning’ led by Communities Scotland	N Gunn	Dundee’s Voluntary Sector Consortium bid “Carers Voice” approved as part of Communities Scotland’s programme of demonstration projects for community engagement in community planning.	2003-2005
23	Develop neighbourhood representative structures targeting regeneration areas	N Gunn	2 new Neighbourhood Representative Structures established in Ardler and Stobswell	2003-2007
24	Support the integration of the Social Inclusion Partnerships into the Dundee Community Planning Partnership	S Murdoch N Gunn	Transitional Regeneration Outcome Agreement for the integration of SIP into Community Planning submitted to Communities Scotland	2007 ongoing

Key Developments & Projects - Community Based Health Activities

	Project Objective	Lead Officer	2003 / 2004	Target End Date
25	Create and implement health strategies to influence the future programmes and priorities of staff, centres and projects, and promote health in communities	John Hosie	Good opportunity to progress healthy eating developments targeted at young people in communities across the city through 50k being made available from the Quality of Life Fund. Planning in process.	2007 ongoing
26	Develop localised health action plans for those areas covered by the Healthy Living Initiative.	Sheila McMahon	One Health Forum is currently being formed. This will inform the development of a localised health action plan. Development of Health Forums in other SIP1 areas to follow.	2007 ongoing
27	Secure funding to sustain the network of trained peer educators and the provision of peer education through the Peer Education Project	John Hosie	Funding has been secured to extend contracts for existing staff until March 2005. The outcome of a funding Application to Lloyds TSB Foundation will be known in June 2004. Pending a successful outcome, it will be possible to advertise existing vacant posts, and sustain capacity as stated in this objective.	2007 ongoing

Key Developments & Projects – Library and Information

	Project Objective	Lead Officer	2003 / 2004	Target End Date
28	<p>Marketing Strategy</p> <p>a. Develop a marketing strategy for library and information services.</p> <p>b. Implement the marketing strategy.</p>	Judy Dobbie & Frances Foster	<p>The marketing strategy for the Central Library has now been produced, together with a Marketing Action Plan outlining clear targets linking to Departmental and Council objectives.</p> <p>An analysis of all signage requirements within the building has been completed. In consultation with the Council's Design Team, new signs will be installed by the end of September. As part of this, the names of individual Central Library departments have been reviewed, with new names allocated to reflect stock and services more appropriately.</p> <p>Meetings have taken place with Wellgate Centre management to develop more prominent signposting for the Central Library within the Centre. A draft marketing strategy for community libraries has been devised and will be worked on over the next few months.</p>	2005

	Project Objective	Lead Officer	2003 / 2004	Target End Date
29	Enhance the library and information service through research and innovative development of electronic applications.	Moira Methven	On going	2007
30	Develop and promote reader centred activities across the City.	Christine Ferguson	<p>16 author visits took place in libraries across the city, with audiences ranging in age from young children to residents of sheltered housing units.</p> <p>In February 2004 a library website was launched, one of the innovative elements of which is a Reading Zone feature. This is updated on an ongoing basis and contains news about reading-related activities as well as book reviews contributed by library staff.</p> <p>In the summer of 2003, Central Library staff gave talks to classes of 5th and 6th year English pupils about to embark on their Personal Study, (now renamed Specialist Study). Staff introduced the pupils to suitable books, as well as giving them a tour of the facilities of the Library. This was followed up throughout the summer period by one-to-one consultations, which gave the young people the chance of more individual assistance.</p> <p>Book promotions which have taken place throughout the have included World Book Day, the BBC's Big Read and 150 Years of Great Reading, which reminded library users of the wealth of great literature contained within secondary stock.</p>	2007

	Project Objective	Lead Officer	2003 / 2004	Target End Date
31	<p>Improve service quality by:</p> <ul style="list-style-type: none"> a. Assessing the availability of books and information services. b. Improving the experience – making the libraries a welcoming space. c. Extending the range of materials available for loan d. Raising awareness of services available 	Janis Milne	Phase one (Assessing the Availability of Books and Information Services) is now complete. Evaluation visits were made to all Community Libraries and Central Library Departments between September 2003 and March 2004. The second phase of the exercise (Improving the Experience: Making Libraries a Welcoming Space) will begin in June. The self evaluation exercise will be completed by December 2004.	2007
32	Improve Dundee Discovery Card Issue cards and promote use of the Smart cards through centres and libraries.	Moira Methven	It is proposed that Blackness, Broughty Ferry, Lochee Community Libraries, and Central Library, will become centres for the issue of Smartcards. This will be progressed over the next few months.	2004 Onwards

Key Developments & Projects ***Young People***

	Project Objective	Lead Officer	2003 / 2004	Target End Date
33	Establish appropriate accreditation routes for youth workers	Kenny Lindsay	Work is progressing through the Youth Work Training Group, and in consultation with neighbouring authorities and the University of Dundee.	End of Year Two
34	Develop effective methods of engaging young people in Community Planning	Kenny Lindsay	Young people have had a high level of input to the Local Community Plans, and the plans contain a good proportion of measures designed to address the needs of young people.	Duration of the Plan

	Project Objective	Lead Officer	2003 / 2004	Target End Date
35	Develop and implement a strategy which ensures the promotion of the positive contribution made by young people in their communities	Kenny Lindsay	PR strategy under development and due for completion in June.	Develop strategy in year one
36	Establish a baseline for monitoring the number of young people engaged in (mainstream funded) youth work programmes	Kenny Lindsay	New monitoring procedures have been introduced, in preparation for the introduction of the Data Management System in 2004 / 2005. Attendance figures for youth work programmes between January and March 2004 show in excess of 10,000 visits by young people in that quarter.	2004
37	Establish a baseline for monitoring the number of young people engaged in Community Planning activities	Kenny Lindsay	Baseline established. (1720 in 2003 / 2004. See Key performance Measures and Targets.)	2004

Key Developments & Projects	Community Safety
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	Project Objective	Lead Officer	2003 / 2004	Target End Date
38	Promote and distribute community safety grants.	Tony Boffey	17 awarded 2003-2004 (90% increase)	March 2005
39	Establish Community Wardens Schemes in a minimum of 4 areas	Tony Boffey	3 Areas will be operational May 2004. 2 further areas late Summer 2004.	March 2006
40	Seek funding for mobile Youth Mediation Team	Tony Boffey	Specification agreed with Dundee Community Mediation. Possible peer pilot under discussion within BNSF target schools.	2007

Key Developments & Projects *Equality & Diversity*

	Project Objective	Lead Officer	2003 / 2004	Target End Date
41	Annual reporting of Equalities Statutory performance	Tony Boffey J Petrie	Baseline performance monitoring criteria agreed April 2004. First report scheduled September 2004	2005
42	Establishment of a constituted Dundee Equalities Partnership	T Boffey	-Dundee Partnership and Council approval secured -Co-Chairs appointing May 2004. -First meeting planning under progress.	2004
43	Develop an equalities training strategy by Summer 2004.	O Smiles	Report submitted to Chief Officer's Management Group in April 2004.	2004
44	Service Equality Action Task Groups: Gender & sexuality; Race; Disability	O Smiles	Ongoing	2007
45	Promote access to information: Translation and Interpretation; Large print etc.	O Smiles	Consultation with black and minority ethnic groups identified access to interpreting and translation services as a top priority. Discussion with partner agencies continues but no substantial progress has been made as yet.	2007
46	Implement effective consultation structures with regard to Council policies	O Smiles	Consultation events have considered the Race and Disability Equality schemes. Service provision and policy priorities for LGBT communities have been identified through a questionnaire and the LGBT Forum.	2007

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