COMMUNITY ENGAGEMENT GROUP MEETING – 25 FEBRUARY 2016

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	Don Vass (tsiMoray), Councillor Gowans, Anita Milne (MFCHA), Kev McPherson (Police Scotland), Fabio Villani (CPOG rep) Lead Officer, Fiona Robb (HIE), Fiona Rolt (Area Forums), Alastair Kennedy (Joint Community Council) and Councillor Morton. **APOLOGIES** Apologies were received from Anne Lindsay (Moray College UHI), Irena Patterson (Moray Disability Forum), Tracey Gervaise (MHSCP), Councillor Cree, Steven Christie (Tenants Forum). **IN ATTENDANCE** Andrea McArthur, Minute Taker Bridget Mustard, TMC Ian Todd, TMC Jess Barbier-Marsden, TMC Mark Palmer, TMC	
		Fabio welcomed everyone to the meeting and introductions were made around the table. Councillor Cree, Chair, is unable to attend and Fabio asked whether anyone would like to chair the meeting. No-one wished to take the Chair however Councillor Morton suggested Fabio – all agreed. **AGREED: Fabio to chair this meeting**	
1.	Previous Minute 12 January 2016	Mark highlighted that under Item 4 there had been discussion and agreement that a 6th question be added 'what should we start doing? – minute adjusted to reflect this. With this amendment, the minute was agreed as an accurate record of the previous meeting.	
2.	Matters Arising	Fabio advised that he had been unable to take Item 3 Points 4 and 5 forward before this additional meeting. He will action this prior to the next meeting scheduled on 15 March 2016.	**Fabio**
3.	Proposals for Community Engagement in	Mark introduced the Community Engagement and Participation Plan for 2016 which was produced by the Community Engagement Sub Group. The presentation	

	2016	timelines was produced as a result of the Workshop held in December 2015 and the conclusion of that day was that there is good activity from community engagement but better co-ordination is required. Community engagement is often lurching from one item to another depending on current issue but it needs to keep moving forward. A verbal report was submitted to the last Community Planning Board meeting on 11 February 2016; it is important to note that the CPB recognise the place of the Community Engagement Group and was content for CEG to make the necessary decisions in relation to community engagement and participation. Update papers will be submitted to the CPB for information and awareness, recognising that the CEG is the responsible body for co-ordinating community engagement.

Mark outlined the 6 point Improvement Plan. The sub group have carried out the work on behalf of the CEG and it can be amended as/if required. The CPB has been supportive of the work of the CE sub group.

Improvement Plan Point 1
Jess and Bridget presented work to date. Trying to capture all activity from across the board to include partners and community groups in order that everyone can see what is going on when and will be better informed when organising any event and/or consultation.

Community Group information relies on groups providing the information to keep the pages up to date. All information should be emailed to communityplanning@moray.gov.uk, not individual staff email addresses.

Does the calendar have what the CEG need? Is there anything obviously missing?
- The group were generally impressed at what has been achieved to date. It is recognised that groups must provide the CPP with information – responsibility is with the individual groups, not up to CPP to 'chase' for information.
- It is up to the groups to advise what they want to see and how it is presented within the website.
ACTION: ALL communityplanning@moray.gov.uk
- All information to update the website should be | **ALL** |

		emailed to communityplanning@moray.gov.uk, not individual staff email addresses.	
		• Agreed that an opportunity to 'use' the new website would help inform if there are any gaps. Suggest a 2/3months trial period if a 'play' copy could be provided: **ACTION: Jess to check if this is possible**	**JBM**
		• When is it envisaged that the site will go live?	
		• Provides a 'birds eye' view of what is going on across Moray and links to other agencies	
		Improvement Plan Point 2	
		• How are we going to make this happen? Eg. press releases to advise what's happening	
		• Currently there are no measures in place and there are no baseline figures to measure against. This will need to be considered at some point in the future to establish measures.	
		Improvement Plan Point 3 – Use six core questions to enable individuals and communities to provide feedback in relation to public service provision in Moray.	
		• Are the 6 questions being asked?	
		• Perhaps look at monthly collection of responses if they are being asked.	
		• Use questions when looking at a specific item eg. MHSCP	
		• Consider whether the questions are for every discussion topic or only specific topics	
		• Tool to enable individuals and communities to provide feedback in relation to public service provision in Moray	
		• Should we be using these questions on our own groups?	
		• Recognise that all partners work differently and priorities can be different but want to achieve same outcome	
		• The 6 questions allow a common approach for partners when engaging	
		• About obtaining feedback about public services in Moray NOT self evaluation of our groups	
		• Will not always get answers to all 6 questions	
		Improvement Plan Point 4 – Concern that contact with representatives of organisations can be difficult and	

| | | sometimes do not attend a pre-arranged meeting. Who could be advised about this? Advised to use generic email address communityplanning@moray.gov.uk to advise. Remember that resources within organisations vary greatly.

The Community Planning/YourMoray website has been updated to make it easier to find information.

Improvement Plan Point 5
- Bridget advised that training dates are available for use of social media and this can also be available for relevant parties who support community groups or partners.
- Training – Train the Trainer would provide an opportunity for a representative from each partner organisation to attend
- Members of the CEG should attend training
- Social media ability varies greatly across individuals therefore training crucial and will also provide a network of support
- Recognise that the resource required is an unknown quantity in respect of social media
- Facebook provides an opportunity to comment back and suggest using this with a different theme each month at a low level over a period of a few days. This will be monitored and responses provided within an agreed timescale and, at the end of the time period, will be assessed.
- It is crucial that any social media tool used for consultation requires to have resource and that this resource be compared to resource that goes in to an event.
- The group discussed and agreed that social media does have its place however meeting people face to face is necessary too.

ACTION: ALL to advise Bridget of training requirements and availability in April 2016

Improvement Plan Point 6
- Mark suggested that CEG could ask partners what links and networks they have with their staff to encourage participation in engagement events?
- The Moray Council would be happy to report back on this
- Propose that this is put as an agenda item at the next | **ALL** |

		CEG meeting and partners can report back	
		ACTION: Agenda item for next meeting 15 March 2016	**AMcA**
		Fabio asked the group:	
		1. Whether they are happy to go ahead with 6 Point Improvement Plan?	
		AGREED: CEG agreed to go ahead with 6 Point Improvement Plan	
		2. If we go ahead with above, do we still need bespoke event?	
		• Should not exclude those who do not use social media	
		• Consider bespoke events are required in addition to social media	
		• Important that any type of engagement can identify if there are gaps	
		• Some members of the group considered that events are required too and particularly face to face with community groups	
		• Suggested that perhaps social media engagement could be tried and then any gaps (if there are any) identified	
		Fabio suggested that the sub group deliberate on how events could look like in the future and how they would fit into the calendar.	
		Anita, Fiona and Alastair would like to join sub group – agreed they would be invited to next meeting.	
		ACTION: invite to next sub group meeting	
4.	Lateral North	Alastair had originally provided the information and the group agreed that the organisation is looking for a specific community to use. Agreed that ongoing issues at Garmouth/Kingston could provide an opportunity.	
		ACTION: Alastair to take this forward	**AK**
3.	AOCB	Alastair advised that a Participatory Budgeting Steering Group has been set up and had an initial meeting and has another scheduled on 2 March 2016. Currently mainly meet to decide on number of topics. Alastair is happy to update at next meeting.	
		ACTION: add to next agenda	**AMcA**
4.	Future Meeting	The next meeting scheduled will be held on **Tuesday 15**	

	Dates	**March 2016 at 10.00am** in the Inkwell Small Meeting Room, Elgin Youth Cafe **Tuesday 3 May 2016 at 10.00am** – Inkwell Small Meeting Room, Elgin Youth Cafe	