

**COMMUNITY ENGAGEMENT GROUP MEETING – 14 MAY 2013**

**DRAFT MINUTE**

ITEM NO.	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Convener, Councillor Cree (Chair), John Ferguson (Moray Council), Donna Skene (Clerk), Anita Milne (Moray Federation of Community Halls &amp; Associates), Jaz McDougall (Moray Disability Forum), Anne Glover (Patients Participation Forum), Ian Todd (Moray Council), Steve Christie (Tenants Forum), Don Vass (TSI Moray), Alastair Kennedy (Community Councils) and Judith Franklin (Equalities Forum)</p> <p><b><u>APOLOGIES</u></b> Apologies for absence were intimated on behalf of Criminal Justice, Alan Beresford (Area Forums), Jo Fergusson (Moray Collaborative Learning Network) and Meghan Munro (Young People/Youth Council)</p>	Clerk
1.	Welcome and Introduction	Convener welcomed all to the first meeting of the Community Engagement Group. The group were then asked to introduce themselves.	
2.	Purpose of Group	<p>Convener advised that there was a long and varied history relating to the previous Community Engagement Group but added that he wanted a line drawn and wanted to see a new updated fully engaged and committed group.</p> <p>Convener also advised that the group will have important things to do and the first important item to do was to ensure that the group has the correct membership.</p> <p>John spoke to the paper that was distributed to the meeting. It outlined a suggested purpose for the group. This was as a result of the session facilitated by David Jones of the Consultation Institute on the 14<sup>th</sup> of March 2013 which most of those present attended.</p> <p>John read through each of the purposes within the Action plan.</p>	

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		<p>There was a discussion on the purpose of the group and Alastair Kennedy queried why this group were here and asked if the group was an engagement group or a consultation group?</p> <p>The Convener advised that the Group would have a far wider remit than simply being a body that might be consulted on future proposals. The group would act as a facilitating body to encourage good practice in the consultation process and seek opportunities to combine resources to this end.</p>	
3.	Action Plan	<p>John also explained the background and the current situation with regard to the National Standards of Engagement listed with the “NHS Patient Participation Standards” of the Community Engagement Group. The new Community Empowerment and Renewal Bill looks as if it will make the standards compulsory. Discussion took place after each point. The group agreed that they were happy to endorse all the standards.</p> <p>The Convener suggested that he would amend the 10 statements of purpose and create an easy read version of the standards. This was agreed.</p> <p>Anita Milne made reference to the Moray Compact, item 6 – The Accountability of the Compact. With regard to “where a breach is reported by a Voluntary Sector organisation, MVSO will deal with the situation as follows .....(iii) if the matter is unable to be resolved at this stage to the satisfaction of both parties, MVSO will then refer it to the Community Engagement Group, which will determine any further action to be taken. ....</p>	Convener

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		<p>Anita asked if it was still the case when there was a breach and and it can not be resolved should this come to the Community Engagement Group to be resolved. John Ferguson advised that this issue is being considered and that an overall Third Sector Compact and Community Engagement compact would be part of that.</p> <p>John Ferguson advised that the draft Action Plan could be found amongst the papers circulated previously with the agenda headed "this is for illustrative purposes only".</p> <p>He advised the group that the next stage would be to pull together an action plan and that he would need the group to prioritise the list of potential activities proposed in the paper under consideration. The group were asked to e-mail John directly (<a href="mailto:john.ferguson@moray.gov.uk">john.ferguson@moray.gov.uk</a>) to advise on the priority for each item on the Action Plan.</p> <p>It was agreed that John would create a prioritised Action Plan from this list and take to the next meeting. He would also provide definition text for Community Engagement.</p>	All
4.	Membership of the Group	<p>The Convener asked the group if all were comfortable with regard to the size of the group? The Convener also asked if the group felt that due to the size of the organisation and broad range of issues covered by TSI Moray if there should be two representatives from TSI on this group?</p> <p>After discussion it was agreed that TSI Moray will be holding its AGM next month and will then have a new board. This issue can be looked at then.</p>	JF

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		<p>John Ferguson advised that the Youth Council should have been represented at the meeting today. The group agreed that it was essential to have youth representation on the group.</p> <p>After discussion the group agreed that where any particular business of the Group would benefit from an input from organisation(s) not currently represented then the opportunity would be taken to invite representation from such organisations on an ad hoc basis.</p>	
5.	Promotion of Elections	<p>John Ferguson advised that he was asked to put this onto the agenda.</p> <p>Alastair advised that he has spoken to the Convener regarding the Community Council elections. Alastair asked if this could be a role for this group to help Community Councils.</p> <p>It was agreed that the group had a role and the group would disseminate the information through the groups they represent and the Convener would get something in the press.</p> <p>The Convener asked Alastair to e-mail him the required text and he would ensure that this is passed to Peter Jones, Communications Officer at the Council and ask Peter Jones to put together an article which will be placed on the front page of the Council's intranet.</p>	AK/Convener
6.	Activities – Project Proposals	<p>John Ferguson advised that this was on the agenda following a discussion with Roddy Burns, Chief Executive. Mr Burns wanted the group to be proactive and look at areas where the Community Engagement Group can play a key role.</p>	

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		<p>There are 5 suggested topics :</p> <ul style="list-style-type: none"> <li>• Community Resilience ie flooding</li> <li>• External Funding Seminars</li> <li>• Economic Stratey</li> <li>• Waste Management Strategy</li> <li>• Community Protection</li> </ul> <p>The Convener suggested that the group should look at Waste Management Strategy first as this may be an easy hit as it is a straightforward issue.</p> <p>After discussion, it was agreed that Steve Williamson, Waste Management Officer would be asked to come along to the next meeting of the group to give a presentation. The Convener asked the group to think about the issues they may wish to raise.</p> <p>Anita Milne advised that with regard to Community Protection, Tina McGiver, Out of Darkness should be contacted.</p>	JF
7.	Consultations	John Ferguson advised that the group need an indication of what will be on the agenda. There is only one consultation presently which is on the Equality Impact Assessment for Libraries which Ian outlined.	
8.	<p>Any other Business</p> <p>(i) Citizens Panel</p>	<p>Copies of the report on Citizens Panel which went to the Community Planning Board on 21 March 2013 were circulated.</p> <p>Amanda Walker, Project Officer, The Moray Council joined the meeting at this point. Amanda gave a summary of the report.</p> <p>The group were asked to e-mail their views to John Ferguson (<a href="mailto:john.ferguson@moray.gov.uk">john.ferguson@moray.gov.uk</a>) by Friday 24 May 2013.</p> <p>If further information was needed the group was asked to contact John Ferguson or Amanda Walker to discuss.</p>	All

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9.	Future Meeting Dates	<p>The Convener asked the group what frequency for meetings should be agreed.</p> <p>Discussion took place and it was agreed that where possible the group should meet up to twice between meetings of the Community Planning Board so that items referred from the Community Planning Board might be considered and reported back.</p> <p>It was also agreed that meetings should commence at 10 am and should, preferably, take place on a Monday or Tuesday.</p>	

**Key:** JF  
AK

John Ferguson  
Alastair Kennedy