

COMMUNITY ENGAGEMENT GROUP MEETING – 29 JANUARY 2015

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Stewart Cree (Leader) Chair, Steven Christie (Tenants Forum), Councillor Gowans, Alastair Kennedy (Joint Community Council), Anita Milne (MFCHA), Fiona Rolt (Area Forums), Alison Thow (Police Scotland) and Fabio Villani (CPOG rep)</p> <p><u>APOLOGIES</u> Apologies were received from Irena Patterson (Disability Forum), Don Vass (tsiMoray), Judith Franklin (Equalities Forum) and Tracey Gervaise (NHS Grampian).</p> <p><u>IN ATTENDANCE</u> Alison Hannan, Community Support Officer – Item 3 Ian Todd, CSU Manager – Item 3 Andrea McArthur, Minute Taker John Ferguson, TMC</p>	
1.	Previous Minute – 19 November 2014	The minute was agreed as an accurate record of the previous meeting.	
2.	Matters Arising	<p>(i) Community Empowerment (Scotland) Bill – John Ferguson The report has been submitted to the Local Government and Regeneration Committee, will be debated on 2 February 2015 and it is expected that it will be final by Spring 2015. Access to the report can be found here.</p> <p>There had been information in the press that the language contained within the bill was considered ‘unfriendly’ and too technical.</p> <p>(ii) Access to Streets Update The minute from an Access to Streets Project meeting was circulated as an update. The group agreed that this is a successful initiative which continues to progress well.</p> <p>Alastair indicated that capacity would always be an issue in carrying out audits and ensuring that there were enough people trained in this function.</p> <p>(iii) Community Awards Update – Steven Christie</p>	

		<p>Steven advised that it had been a successful evening and that positive feedback had been received; the awards are aimed at the community which was well received. Planning will start next week for the November 2015 event.</p>	
3.	10-Year Plan	<p>Councillor Cree welcomed Ian and Alison to the meeting.</p> <p>Alison and Ian went through the documents and there was much discussion which included:</p> <ul style="list-style-type: none"> • CPB want to give a role to the CEG – where we are going with engagement • Monitored and evaluated by the CEG • Role of CEG prior to engagement – is this part of the CEG role? • You said/we did – where is the you said? • Reference groups should not be used as the consultation group – these are different • CEG undertake, on behalf of the CPP, monitoring of consultations? • Ultimate responsibility sits with the CPP • When organisations are considering consultation, they need to be certain that they know who they will be consulting • CEG have a role in ensuring the engagement process is effective and done well – this has been partly addressed through the creation of the CPP/CE Network group (circulate membership and outline for information) • There are many gaps within the current CPP/CE Network – this is a risk • Flow Chart Engagement Process & Monitoring – appears that reference groups are only used after consultation exercise? • 2b – 2c is engagement discussed somewhere in between these items? Is it only large consultations that would be considered here that cover a wide range of people? • 2d who is responsible for this within the CPP/CE Network? Currently the meetings for the group are very ad hoc – should these be set for the year ahead in line with CEG meetings? • Community Engagement Overview – CEG Monitors the CSE of Moray 2023 plan – how is this done? Should this be support and monitoring? • Should the name Appropriate Groups be used in place 	Andrea

		<p>of Reference Groups?</p> <ul style="list-style-type: none"> • Resources – do the CPP/CE Network know that they will be used as a resource? What is the expectation and remit? • How do we make this work? • The current flow charts were created against the information/instruction provided – has this changed? <p>This discussion today is considered as consulting with the CEG and all comments and/or suggestions are welcome from all groups represented, and beyond. Encourage all partners round the table to circulate and most importantly, feedback comments and/or suggestions.</p> <p>The group agreed that the Community Support Unit (CSU) are tasked with revising the flowcharts to reflect the pre-engagement advisory roles of the Community Engagement Group and the reference groups. ACTION: CSU (Ian’s Team)</p> <p>Councillor Cree thanked Ian and Alison for their input.</p> <p>Councillor Cree had to leave the meeting at this point and Fabio agreed to take over the role of Chair for the remainder of the meeting.</p>	
4.	Community Engagement Group Action Plan	<p>(i) Updated plan for circulation and consideration John indicated that this action plan would possibly be rewritten following feedback from the sessions held last week with the Scottish Communities Development Council. It is also recognised that there is currently duplication contained within the action plan.</p> <p>On-line Calendar of Consultations – John is currently researching a package option however, as there is a cost involved, he has approached IT and they have indicated that they could building something in-house which would then be available on the Community Planning pages of the YourMoray website. John is currently submitting a business plan to IT to further explore the possibilities and timescales. This option would enable all partner consultations to be shown in one location and could help with future planning if partners can see what consultations are already planned. John will update on progress at the next CEG meeting.</p> <p>Engagement/consultations – how do we get partners and</p>	John

		<p>other council departments to advise of these? There are many annual consultations across partner agencies however it still proves a challenge to obtain this information. Any thoughts and/or ideas on how this could be done more effectively would be useful.</p> <p>Annual Report – the deadline for this is March 2015 and it would be appreciated if all members of the group could e-mail John any information for the Annual Report by 13 February 2015. Suggestion that report should include engagement activities and what has been done and why. Critical to ensure there is a record of what did work and what didn't work.</p> <p>Develop an accredited corporate community engagement resource – a community engagement network group was established last year and has met on a few occasions however, it is recognised that it does not cover all partner organisations. Agreed that remit of the CE/ CPP Network group would be circulated, also current membership. ACTION: circulate</p> <p>Consultation & Engagement toolkit – Fabio, Don Toonen and John had previously met regarding a toolkit and there is now a draft available. ICT may be able to incorporate the toolkit on the YourMoray website. ACTION: Circulate to group for comments and suggestions.</p> <p>John is currently lead officer of the CEG and the majority of actions tend to fall to him however this should be reviewed as all community engagement group members are responsible for the action plan.</p> <p>Update since meeting: The Community Planning Board have endorsed the proposal (arising from the Community Planning Officers Group meeting) of appointing Fabio as Lead Officer for the CEG.</p> <p>(ii) Moray Compact Update Fabio circulated an outline of a Moray Compact. As many community representatives and organisations as possible are being encouraged to attend the Join the Dots event on 19 March 2015 and he highlighted that the Moray Compact would feature as part of the event.</p> <p>He advised that the end of the consultation period for the</p>	<p>ALL</p> <p>ALL</p> <p>Andrea</p> <p>Andrea</p>
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5.	Participatory Budgeting	<p>John advised that there had been a training session on participatory budgeting earlier this year however further training sessions are being organised.</p> <p>John is currently working on submitting a bid to the Scottish Government for Moray to be a pilot over a 3 year programme. This bid will be presented to the Community Planning Board for their approval and it is important that the support, in principle, is agreed by the Community Engagement Group also. No members of the group had any objections to this proposal.</p> <p>Fabio indicated that the Community Planning Officers Group (CPOG) would like the Community Engagement Group to take the lead on participatory budgeting.</p> <p>Alastair had to leave the meeting after this item.</p>	
6.	Supporting Communities Sessions Update	<p>John advised that no information feedback had been received to date from Barbara however any information would be circulated to the group once received.</p> <p>In general, it was felt that the sessions had been very useful.</p>	
7.	Consultations	<p>(i) Integrating Health & Social Care for Adult Services – there had been some concern over timescales and distribution of information; these have been highlighted and are being addressed.</p> <p>(ii) Developer Obligations – intention to consult on draft supplementary guidance, subject to committee approval. Comments/feedback encouraged.</p> <p>(iii) Financial Support for CAs, CCs & Forums – John advised that comments were required by end of January/beginning February 2015.</p>	
8.	National Standards of Engagement	<p>Standard 4 – Methods</p> <p>It was agreed that the group would wait until report has been received from the Supporting Communities sessions that were held recently as this may highlight the need to focus on specific standards (although all standards</p>	

		should be considered).	
9.	AOCB	<p>(i) 2015 Meeting Dates – these were circulated and agreed.</p> <p>(ii) Alastair provided some meeting dates of free events that are happening to include:</p> <ul style="list-style-type: none"> • Transport Scotland, Insches Church, Inverness 18 February 2015 midday-3.00pm. • Police Scotland Inverness, 20 February 2015 11.00am – 4.00pm <p>(iii) John advised of an event entitled Planning for Real that was taking place next week on two dates. The events are currently fully booked however it was agreed that an outline should be provided and there may be the possibility of sessions later in the year. Agreed that information would be circulated. The group agreed that this could be useful in the future in respect of the Action Plan. Also consider what additional support and development opportunities would be welcome for the future to the CEG.</p> <p>(iv) Fabio advised that the CPOG had considered that it would be useful for the CEG to have a session with the CP Board.</p> <p>(v) Anita advised that the recent launch of the Moray Transport Guide had been very successful. All households in Moray should have received a copy of the guide.</p> <p>(vi) Fabio highlighted the Prevention Plan which will sit alongside the 2023 Plan; this involves engagement with the 3rd sector. Any thoughts on how this can be taken forward or if anyone would like to be involved, please contact Fabio direct.</p>	Andrea
10.	Next Meeting Date	The next meeting will be held on Tuesday 3 March 2015 at 10.00am in Meeting Room 1, Council Annexe Building.	