

**COMMUNITY ENGAGEMENT GROUP MEETING – 26 AUGUST 2014**

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Stewart Cree (Convener) Chair, John Ferguson (Moray Council), Anita Milne (MFCHA), Irena Patterson (Disability Forum), Steven Christie (Tenants Forum), Andrew Hanton (Youth Council), Alastair Kennedy (Joint Community Council), Fiona Rolt (Area Forums), Don Vass (tsiMoray) and Alison Thow (Police Scotland)</p> <p><b><u>APOLOGIES</u></b> Apologies were received from Tracey Gervaise (NHS Grampian) and Judith Franklin (Equalities Group).</p> <p><b><u>IN ATTENDANCE</u></b> Jim Grant, Head of Development Services Lydia Simpson, Action for Children Amanda Walker, Project Officer, TMC Gavin Griffin, ICT, TMC Andrea McArthur, Minute Taker</p>	
1.	Previous Minute – 01 July 2014	The minute was agreed as an accurate record of the previous meeting.	
2.	Matters Arising	<p><b>(i) Integration of Health &amp; Social Care in Moray, MHSCP Update</b> Robin had provided an update document which was circulated to the group. There were two queries (a) What does SBAR stand for? (pg1 para2) (b) By GP Practice Area – it indicates 4 categories but lists 6 localities – clarification on number (pg2 5<sup>th</sup> bullet point) Andrea will feed this back to Tracey Gervaise for response.</p> <p><b>(ii) Community Empowerment (Scotland) Bill – John Ferguson</b> John updated the group advising that the Bill has gone through a variety of stages and is now at Call for Evidence stage, closing date 25 September 2014. The Community Planning Board Partners have agreed that a co-ordinated response will be sent.</p> <p>Irena circulated a response from Barnardo's, the Poverty</p>	Andrea

		<p>Alliance &amp; Oxfam she had received entitled 'Strengthening the Community empowerment bill to empower every community in Scotland'; see attached.</p> <p><b>(iii) Access to Streets Update – John Ferguson</b>  An application to Change Fund was approved on 5 July 2014. This enables the delivery of community street audit training by Living Streets Scotland. The first training sessions will take place on 9 and 10 September at Bishopmill Hall.</p> <p>At present, 27 people have confirmed their attendance at these training events. They represent various community councils and area forums as well as Moray Women's Aid, TSI Moray, Moray Disability Forum, North East Sensory Services, Community Wardens and Moray Council Traffic Engineers.</p> <p>One of the aims of the project is to provide information about the accessibility of our streets in order to enable people with additional mobility to plan their journeys. In partnership with Professor Grant Cumming of the University of the Highlands and Islands an expression of interest was submitted to the Digital Health Institute (DHI) Call for Innovation Proposal. The application seeks the assistance of the DHI in developing a digital map and app of accessible streets in Moray. The proposal has successfully passed the first stage of the evaluation process and will now be taken by the Approval Panel on 3 September 2014.</p> <p><b>(iv) Supporting Communities Sessions Update – John Ferguson</b>  John advised the group that currently there had been no suggestions for sessions put forward to date. Could everyone please consider and put forward thoughts on sessions which would prove a benefit to the Community Engagement Group.</p> <p>In the meantime, John will contact Barbara Allen and discuss what could be provided.</p> <p>Councillor Cree indicated that all partners could benefit from sessions.</p>	<p><b>ALL</b></p> <p><b>John</b></p>
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3.	Community Engagement – Moray Local Development Plan	<p>The Convener welcomed Jim Grant, Head of Development Services, to the meeting.</p> <p>Jim advised that the Local Development Plan followed a three stage process.</p> <p>First stage – Evidence Gathering. This includes engaging and consulting with the community by various methods eg. adverts in press, contact with community groups, contact with developers, information in libraries, drop in sessions for all.</p> <p>The Local Development Plan is the opportunity to show what we want Moray to be and to look like. It is not only about development of housing but development of any type of building, transportation, river banks etc.</p> <p>Second stage – Proposed Plan stage to include feedback and evidence which has been gathered during engagement process. Consultation takes place again although this time it is less of a consultation and more of a representation. The neighbourhood notification process is included at this stage and this tends to trigger a large response (over 3000 in this instance).</p> <p>Third stage – proposed plan with all representations go to Council Committee and following this, it goes for independent scrutiny to the Reporter who has the very final say.</p> <p>It is anticipated that the Plan could be operational in Spring 2015.</p> <p>Lessons learned: engage more with communities and community groups at evidence gathering stage. Very important to ensure that communities are involved. Landowners and developers are already well aware of the Local Plan and it's implications however communities continue to be less informed and aware.</p> <p>It is important to remember that legislation 'drives' much of the planning application process. Planning applications are judged against policies.</p> <p>Convener stressed that ways need to be found to get the</p>	
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4.	Family Support in Moray	<p>The Convener welcomed Lydia Simpson, Action For Children, to the meeting.</p> <p>Presentation attached.</p>	
5.	Citizens Panel Survey & Update	<p>The Convener welcomed Amanda Walker, Project Officer, to the meeting.</p> <p>The group agreed that this would become a standing item on the agenda.</p> <p>Amanda circulated information in regard to proposals for initial CEG involvement and future CEG involvement with the Citizens Panel and also included an update; see attached.</p> <p>Amanda advised that she had met with John and this document was a 'starting point'. Any comments and/or suggestions on the paper should be e-mailed to <a href="mailto:Amanda.walker@moray.gov.uk">Amanda.walker@moray.gov.uk</a> as soon as possible. It is crucial to recognise that there are other ways to engage rather than just through the panel. The first survey for the new Panel has been distributed.</p> <p>Amanda advised that Nichola Smith, Direct Services, is currently involved in a survey for the panel and it might be helpful to invite her along to the next meeting of the CEG. Group agreed this would be useful.</p>	<b>Andrea</b>
6.	MORINFO	<p>The Convener welcomed Gavin Griffin, ICT Officer, to the meeting.</p>	

		<p>Gavin advised that currently the Morinfo could only be searched at 2 levels – Main Category then Sub Category. These categories can be provided/suggested by anyone at the moment. Currently it is the responsibility of groups and organisations to sign up and insert information to the Morinfo online directory. Accuracy of the online directory depends on what groups/organisations have selected/inserted.</p> <p>The group discussed what they considered could improve the Morinfo directory.</p> <ol style="list-style-type: none"> <li>1. To select information required, the contact details would require to be exported to a spreadsheet – is it possible for this option to be included?</li> <li>2. How do people require to be contacted – is this already included? – Yes</li> <li>3. How do we ensure groups/organisations are using the online directory and inputting their details? – marketing of the site</li> <li>4. How do we get people to engage – marketing of site again.</li> </ol> <p>It was agreed that a ‘dummy example’ of a required mailing list be provided to Gavin and results can be shown at next meeting.</p>	<p><b>Andrea</b></p> <p><b>Andrea</b></p>
7.	Membership of Group	The group agreed that the membership of the group was as individual members representing one group.	
8.	10-Year Plan	The group asked whether the 10-Year Plan was at a point where people can be involved. John advising that he is currently waiting instruction and that it is ‘on the table’. He will update at the next CEG meeting.	
9.	Community Engagement Action Plan	<p>John briefly advised the following:</p> <ul style="list-style-type: none"> <li>• 5 Actions remain outstanding</li> <li>• 3 are complex</li> <li>• 8 have been delivered on time.</li> </ul> <p>An update on the Action Plan will be sent with these details incorporated.</p> <p>The Community Planning Partnership has been audited and there are likely to be outcomes to the CEG arising from this.</p>	

		As the meeting was running late, it was agreed that this item would be the first item on the agenda at the next meeting scheduled on 8 October 2014.	
10.	National Standards for Community Engagement – Standard 2	This item will be carried forward to the next meeting.	
11.	Current & Proposed Consultations	John advised that it has proved difficult to produce a list on all consultations however we have recorded the consultation information from various sources that can be identified.  List to be circulated to all.  John advised that a review of the financing of community groups was due to start in November 2014.	<b>Andrea</b>
12.	AOCB	Anita advised that a consultation letter had been received by the Lhanbryde Community Challenge in respect of Moray Physical & Sensory Disability Strategy however it was received the day after the consultation closed. The Convener advised that he would write to the appropriate personnel expressing the group's concern.  Alastair advised that he had been invited, along with Steven, to attend a meeting in Banff to talk about community engagement.  John advised that Dyke Community Council was trying to re-form and there are currently drop in sessions taking place to encourage members of the community to participate and support this process.  Anita submitted her apologies for the next meeting. The Convener suggested that she could ask a substitute to attend in her place.	<b>Convener</b>
13.	Next Meeting Date	The next meeting will be held on Wednesday 8 October 2014 at 10.00am in Meeting Room 1, Council Annexe building.	