

**COMMUNITY ENGAGEMENT GROUP MEETING – 08 OCTOBER 2014**

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Stewart Cree (Convener) Chair, John Ferguson (Moray Council), Irena Patterson (Disability Forum), Steven Christie (Tenants Forum), James Lough (Youth Council), Alastair Kennedy (Joint Community Council), Fiona Rolt (Area Forums), Don Vass (tsiMoray), Fabio Villani (CPOG rep) and Alison Thow (Police Scotland)</p> <p><b><u>APOLOGIES</u></b> Apologies were received from Anita Milne (MFCHA) and Andrew Hanton, Youth Council</p> <p><b><u>IN ATTENDANCE</u></b> Gary Templeton, Principal Planning Officer Emma Gordon, Planning Officer Nichola Smith, Quality Management Systems Officer Andrea McArthur, Minute Taker</p>	
		The Convener welcomed everyone to the meeting, in particular James representing the Youth Council and to Fabio who is representing the Community Planning Officers Group (CPOG) and will act as a link between the groups. Introductions were made all round.	
1.	Previous Minute – 26 August 2014	The minute was agreed as an accurate record of the previous meeting.	
2.	Matters Arising	<p><b>(i) Community Empowerment (Scotland) Bill – John Ferguson</b> John advised that the responses to the Call for Evidence had been co-ordinated and a response sent to the Scottish Government on 5 September 2014; copy attached for your information.</p> <p><b>(ii) Access to Streets Update – Judith Franklin</b> Judith advised that two very successful, effective, training days had taken place. It has been agreed that Elgin Town Centre will be used initially to provide an Access to Streets map.</p> <p><b>(iii) Supporting Communities Sessions Update – John Ferguson</b> John had previously circulated the proposal from Barbara.</p>	

		<p>The group discussed the proposals and agreed that any training should not be focussed specifically on the Community Engagement Group only and that all members of the Community Planning partnership to be invited.</p> <p><b>ACTION: John</b> to contact Barbara and arrange some draft dates.</p> <p><b>(iv) Response Letter from MHSCP</b>  Convener had circulated copy of response received in respect of the very late receipt of consultation documentation by a community group. Although it was agreed that the letter did not particularly address the issue raised, it has provided awareness to the MHSCP of the CEG.</p>	<b>John F</b>
3.	Community Engagement Group Action Plan	<p>Information on the Community Engagement Action Plan was circulated previously with the agenda.</p> <p>John advised that some of the actions may be resolved by the implementation of the 10-Year Plan.</p> <p>The convener updated in respect of the Community Awards Ceremony and that he had requested some financial support from the Community Planning Board to sponsor an award.</p> <p>Don confirmed that the Compact was progressing well however he wondered whether this should be the sole responsibility of tsiMoray. It was confirmed that it is not their sole responsibility however they are the lead on the action. Don advised that they have successfully appointed an Operations Manager who will be in post on 13 October 2014.</p> <p><b>ACTION:</b> It was agreed to put the Compact as an agenda item at the next meeting.</p>	<b>Andrea</b>
4.	Moray Local Development Plan	<p>The Convener welcomed Gary Templeton, Principal Planning Officer, &amp; Emma Gordon, Planning Officer, to the meeting.</p> <p>Papers previously circulated with agenda.</p> <p>Gary explained that he would like to involve the community engagement group to help ensure there is more and effective engagement of community groups to include engagement with young people. It is crucial that new audiences are identified to engage with in order to</p>	

		<p>make the engagement on the Local Development Plan more effective.</p> <p>The public need to be made more aware of the Local Plan as this informs the future for Moray. How do we get people to realise that this document shapes and affects the whole of Moray in the future? Suggestion: the document is very large and it may be useful to initially circulate community groups with the specific section of the plan that covers their area. It is also recognised that the extension from 6 weeks to 12 weeks for responses will help all groups and communities have the opportunity to respond.</p> <p>Looking to the future, themed groups may be useful to consult in respect of specifics within the plan eg. transport, housing. This was discussed and it could possibly align with the theme/reference groups included in the Moray 2023 Plan Community Engagement overview.</p> <p>Gary confirmed that the Plan has been adopted in principle.</p>	
5.	Citizens Panel Survey	<p>The Convener welcomed Nichola Smith, Quality Management Systems Officer, Direct Services to the meeting.</p> <p>Nichola circulated information on Direct Services and their current proposed survey to the Citizens Panel which is now in its 3<sup>rd</sup> year and is due to take place in January 2015. Information collated from the previous surveys has produced key actions for the service which were then built into their Service Plan for future years. Previously there was a 44% response to the survey.</p> <p>Nichola was keen to receive any feedback and/or suggestions on how Direct Services could widen the survey in future years or improve how the survey is carried out and reported.</p> <p>The group felt that a follow up to the public in respect of 'you say/we did' is always positive and although included to a degree in the Service Plan, it may need other publicity to highlight this. The group also felt that only using the Citizens Panel for the survey is restrictive and perhaps it could be distributed across a wider area eg. on</p>	

		<p>the Council website.</p> <p>The Convener wondered whether it was possible to have the information separated geographically to be produced for Community Planning Board; he is not aware of this currently being available.</p> <p>The CEG agreed that in this instance as the survey was in its 3<sup>rd</sup> year, there is not much that can be done to change the questions this time as it could change how you compare results from previous years however, they are keen for Nichola to attend a future meeting of the group to report back on the results when this survey is complete and responses collated.</p>	
6.	10-Year Plan	<p>John provided a brief outline of the 10-Year Plan and the role that the Community Engagement Group would take in this plan i.e. a leadership role.</p> <p>John reminded the group that at Community Engagement Group on the 12 March 2014 an outline process for engaging over the life of the 10 Year Plan was endorsed and that was based on 4 key elements:</p> <ul style="list-style-type: none"> <li>• Workshops</li> <li>• Establishment of 7 key Reference Groups</li> <li>• 7 Up pupils group</li> <li>• Moray 2023- A Plan for the future annual seminar.</li> </ul> <p>The purpose of the Plan would be to establish a framework for the partnership to engage in a meaningful way with the wider community and with specific key stakeholders. It will also develop the capacity of the Reference Groups to ensure partners engage with the wider community in the development and implementation of the Plan and to develop community engagement in Moray.</p> <p>Ian circulated two documents giving an outline of the Moray 2023 Plan Community Engagement Overview and the proposed Community Engagement Process Map.</p> <p>The recruitment of reference groups and how the CEG could help support these groups to come together was discussed. The groups would also be provided with training on the National Standards of Engagement and help would be available for their meetings. It is recognised that creating another level of groups from</p>	ALL

		<p>within and outwith the community and business place would be a challenge. The aim is for reference groups to be available to help organisations/groups carry out effective engagement and consultation under the suggested reference group headers.</p> <p>What resources are needed? The identified reference groups are for illustrative purposes only at the moment, they have still to be agreed and confirmed.</p> <p>A report will go to the Community Planning Board meeting on 6 November 2014.</p> <p>What is required from the CEG?</p> <ul style="list-style-type: none"> <li>• About ensuring that the National Standards are implemented and maintained during consultation and engagement</li> <li>• Encouraging those who have consultations and offering an opportunity to use relevant reference group</li> <li>• It was suggested that if each reference group was owned by a partner, this would offer an automatic link between the reference group and the CEG.</li> </ul> <p>Looking to provide a framework to ensure that the National Standards of Engagement are followed.</p> <p><b>ACTION:</b> The group agreed that the following caveat should be inserted on proposals: The CEG are content with the general outline however there will be a need to test against reality ie. capacity for communities to provide reference groups. Stress that this is an outline and could work but practical issues will arise. Sustainability of a reference group once formed? Encouragement and support will be required for these.</p> <p>This is about how we support partners to consult and engage effectively.</p>	<b>John</b>
7.	AOCB	<p>Tracey advised that the NHS were currently in the process of recruiting a Communication &amp; Engagement Officer for integration.</p> <p>Don requested that supporting documents for CEG meetings be referenced by Agenda Item number to which it refers.</p>	<b>Andrea</b>

		<p>Information was requested in respect of the CPP/CE Network and how they aligned with the Community Engagement Group. John agreed to provide a brief for the next meeting.</p> <p><b>ACTION: John</b></p> <p>Apologies submitted for next meeting by Irena.</p>	<b>John</b>
8.	Next Meeting Date	The next meeting will take place on <b>Wednesday 19 November 2014 at 10.00am</b> in Meeting Room 1, Moray Council Annexe Building	