

**COMMUNITY ENGAGEMENT GROUP MEETING – 19 NOVEMBER 2014**

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Stewart Cree (Convener) Chair, John Ferguson (Moray Council), Steven Christie (Tenants Forum), Alastair Kennedy (Joint Community Council), Anita Milne (MFCHA), Fiona Rolt (Area Forums) and Fabio Villani (CPOG rep)</p> <p><b><u>APOLOGIES</u></b> Apologies were received from Irena Patterson (Disability Forum), Don Vass (tsiMoray), Alison Thow (Police Scotland), Judith Franklin (Equalities Forum), Tracey Gervaise (NHS Grampian) and Andrew Hanton (Youth Council).</p> <p><b><u>IN ATTENDANCE</u></b> Amanda Walker, Project Officer, TMC (Item 7) Andrea McArthur, Minute Taker</p>	
1.	Previous Minute – 08 October 2014	Anita submitted apologies to previous meeting therefore remove from Present. With this amendment, 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 a short video had been released on the Community Empowerment (Scotland) Bill (link circulated previously to group) which gives useful information. It is anticipated that the Bill will come into force in late Summer 2015.</p> <p>Councillor Cree started a discussion about the participatory budgeting which is highlighted in the Bill and it was agreed that there is an expectation that this will happen. The group agreed to put this item on the agenda for the next CEG meeting.</p> <p><b>(ii) Access to Streets Update</b> In Judith’s absence, Don Toonen had provided a note for circulation prior to the meeting; information as follows.</p> <p>Around 30 people attended the training session in September. Further meetings will be held in November with the various community groups to establish priority</p>	<b>Andrea</b>

		<p>areas for street audits.</p> <p>Dufftown Community Council has identified two areas they want to focus on and Diageo have earmarked £80,000 to assist with the implementation of one of the areas. An application was made to the Digital Health Institute, in partnership with Professor Cumming of UHI, for technical assistance with the development of the online maps and app. This application has been approved. On 20 November 2014, the Equal Opportunities Officer will be meeting with traffic officers who attended the training to discuss the implications for the Moray Council.</p> <p>Officers from the Public Transport Unit have expressed an interest in attending the meeting and have been invited.</p> <p>The group agreed that this is a very good example of engagement. Suggested that John speak with Peter Jones regarding a possible press release about this work.</p> <p><b>(iii) Supporting Communities Sessions Update – John Ferguson</b> John advised that dates have been received from Barbara Allen with suggested dates. John to take these dates and sessions forward prior to next meeting.</p> <p><b>(iv) Community Awards Update – Steven Christie</b> Steven advised that there had been 150 nominations from across Moray for the awards and these had been reduced to 35. Preparations all going well and the ceremony will be held on the evening of 21 November 2014.</p>	<p>John</p> <p>John</p>
3.	Community Engagement Group Action Plan	<p><b>(i) Moray Compact</b> Fabio advised that two workshops had been held; one on the Compact and one on Forums. Attendance was good from the 3<sup>rd</sup> sector at both workshops. The 3<sup>rd</sup> sector together to share experiences, learning, knowledge and aspirations; work in progress.</p> <p>Summary of discussion and where the Moray Compact is at:</p> <ul style="list-style-type: none"> <li>• Preliminary discussions about the compact at Join the Dots 2014</li> <li>• tsiMoray will draft a briefing on what a compact is, why</li> </ul>	

		<p>we need one, how it may be structured and how people can be involved in its development – aim for January 2015</p> <ul style="list-style-type: none"> <li>• Briefing will be used to promote third sector and public sector engagement in the development of the compact</li> <li>• Focused third sector engagement at Join the Dots 2015 (pencilled in for 25 March 2015-01-08 steering group to develop a draft consultation by June 2015</li> <li>• Finalised compact for approval and adoption available by September 2015.</li> </ul> <p>The group agreed that the brief outline by end of January 2015 is essential for an initial circulation to community groups and partners to ensure that they ‘buy in’ now. The outline of key points should include:</p> <ul style="list-style-type: none"> <li>• What it is</li> <li>• Why we need it</li> <li>• Draft framework</li> </ul> <p>The outline could also be included in the E-bulletin produced by tsiMoray to advise what is happening.</p> <p><b>Action: Fabio to produce short outline</b></p>	<b>FV</b>
4.	10-Year Plan	<p>John advised that the Community Planning Board had agreed in general the overall 10-Year Plan and it clarified the role of the CEG more clearly and puts the onus on this group in relation to the plan.</p> <p>John advised that the proposals arising from the 10-Year Plan will be circulated to this Group for consideration before the year end.</p>	<b>John</b>
5.	Community Planning Partnership Audit – Community Engagement	<p>The Convener advised that there had been a recent meeting with Audit Scotland in respect of the work of the Community Planning Board. The discussion moved to the area of Community Engagement and Convener updated the auditors on what the group was involved in. The CEG was welcomed by the auditors as an example of good practise and was particularly impressed with the work on Access to Streets. Also the frequency of meetings of the CEG was commended. Overall the CEG received good feedback from Audit Scotland and they will continue to look at what is happening within community engagement in Moray.</p> <p>The convener advised that the Improvement Agenda had information contained therein which is relevant to community engagement and it was agreed that this document would be circulated to the group.</p>	

		<p><b>ACTION: circulate Improvement Agenda</b></p> <p>The group had a brief discussion about how engagement varies from department to department within the Council and across partner organisations. If engagement has been carried out well then it will be effective. Suggest that it should be more uniform across departments and organisations. Suggested that a good example of engagement should be shared and utilised as a 'model'.</p> <p>Alastair advised that he is to meet with Gary Templeton, Principal Planning Officer, to discuss other suggestions for future consultation and engagement in respect of future local plan.</p>	<b>JF</b>
6.	Consultations	<p>John circulated a draft report for information regarding a review of financial support for Area Forums, Community Councils and Community Associations. A meeting would take place in the first instance to agree a way forward with relevant representatives of forums, community councils and community associations.</p> <p>Currently the Constitution informs spending of any grant received and how it can be spent. John confirmed that item 3.2 in the report can still be reviewed (see report). John will update group of any future developments.</p> <p>It was agreed that administration and development costs should be kept separate to ensure that money is correctly identified and allocated.</p>	
7.	Citizens Panel Update	<p>The Convener welcomed Amanda to the meeting.</p> <p>The initial report had been circulated to the group prior to the meeting. Amanda advised that the full report would be circulated to the group as soon as available. The Citizens Panel contract is currently for 2 years with the possibility to extend for a further year.</p> <p>John advised that the questions on the Opportunities for Community Engagement provided a fairly good outline/idea of the public view. The group also felt that as this is a survey to the Citizens Panel then the questions are already being asked to people who are happy to be involved therefore the knowledge/willingness in respect of community engagement is already there to an extent.</p> <p>It was noted that in respect of feedback following a consultation, this scored very low and is an area which</p>	<b>Andrea</b>

		<p>needs to be looked at and handled more effectively.</p> <p>Non respondents – are these pursued at all ie. why did they not engage? Amanda advised that all members of the panel are asked annually about process, topics etc. The group agreed that the order of the questions can have an impact on response.</p> <p>Does the survey make it clear that not everything has to be answered? Complete as much as you can or have the time to.</p> <p><b>Action:</b> Amanda advised that she would action this comment and feedback to the group.</p>	
8.	National Standards of Engagement	<p>Standard 3 – Planning -</p> <p>The group agreed that this is a particularly challenging standards.</p> <ul style="list-style-type: none"> <li>• It is crucial to share information and/or evidence</li> <li>• Vital that results are recorded and stored</li> <li>• Must feedback results</li> </ul>	
9.	AOCB	<p>(i) Meeting Dates for 2015 - It was agreed that meeting dates would be set out for the year on a 6/8 week cycle. Dates for 2015 will be circulated prior to the next meeting (meeting date of which has to be agreed for January 2015).</p> <p>(ii) Anita advised that launch of the ~Transport Guide would take place on 29 November at the Transport Seminar.</p> <p>(iii) John advised that he is currently working on a Gaelic Language Plan which is a statutory duty. He will consult with people who have an interest in the language and will take place early 2015. If anyone knows anyone who has an interest or speaks Gaelic, please advise John.</p> <p>(iv) 10 Year Plan (2023) and Community Engagement 10 Year Plan - the group asked that this is clearly identified in any documents as to which Plan is being discussed and/or referred to.</p>	<p><b>Andrea</b></p> <p><b>ALL</b></p>
10.	Next Meeting Date	January 2015 – specific date to be advised	