

COMMUNITY ENGAGEMENT GROUP MEETING – 03 JUNE 2014

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>John Ferguson (Moray Council), Judith Franklin (Equalities Forum), Steven Christie (Tenants Forum), Alastair Kennedy (Joint Community Council), Fiona Rolt (Area Forums) and Colin Mowat (Police Scotland)</p> <p><u>APOLOGIES</u> Apologies were received from Convener, Stewart Cree, Tracey Gervaise (NHS Grampian), Anita Milne, (Moray Federation of Community Halls & Associations), Irena Patterson (Moray Disability Forum) and Don Vass, tsiMoray.</p> <p><u>IN ATTENDANCE</u> David Henderson, Forest District Head of Planning & Estates, Forestry Commission Chris Thornton, Craigforth Consulting</p>	
1.	Previous Minute – 22 April 2014	The minute was agreed as an accurate record of the meeting.	
		As the Convener was unable to attend the meeting today, John asked if anyone would consider taking the ‘Chair’ for today. The group agreed that John would chair the meeting.	
2.	Matters Arising	<p>(i) Supporting Communities Session The group agreed that this had been a useful session and John confirmed that he will circulate the notes that had been received from Barbara.</p> <p>The group agreed that a separate session should be set aside as a follow up meeting. .</p> <p>(ii) Access to Streets Update - JF John advised that this item would be a ‘rolling’ item on future agendas.</p> <p>Judith advised that funding has been secured for training that is required in order to be able to complete the audit – awaiting training dates.</p>	<p>JF</p> <p>AM</p>

		<p>When training is complete, an audit in Elgin will take place in the first instance, followed by other areas.</p> <p>North East Sensory Services have indicated that they would also like to be involved.</p> <p>(iii) Community Awards Update - SC Steven advised that the ceremony will be held in the Alexander Graham Bell Centre, Moray College on 21 November 2014. The proposed categories are: Good Neighbour Champion, Young People's Champion, Youth Support Champion, Fundraising Champion, Health Champion, Green Champion, Community Champion & Champion of the Year.</p>	
3.	Forest District Strategic Plan	<p>John welcomed David Henderson, Forest District Head of Planning & Estates, Forestry Commission, to the meeting.</p> <p>David gave a presentation on the Forest District Strategic Plan (attached).</p>	
4.	Craigforth Consulting	<p>John welcomed Chris Thornton, Craigforth Consulting, (Citizens Panel) to the meeting.</p> <p>The Panel has been in existence since 2005 and there are around a 1000 members of which every 2/3 years approximately a third of these are replaced. Craigforth are looking at replacing approximately half the current membership across geography and gender and approximately 5500 application packs have been sent out. In addition to the large mailing exercise, there are other materials which are being used in the form of flyers, newsletter, web links etc.</p> <p>Chris asked the group on their views of other types of publicity that could possibly be used in the recruitment process and other comments.</p> <ul style="list-style-type: none"> • How to access 16-25yr olds? – this can be difficult • People with literacy difficulties – hard to reach • Community Planning can be used as an additional resource • Local and/or community radio • Existing community newsletters • Events to promote panel eg. 'piggy back' on 	

		<p>existing events</p> <ul style="list-style-type: none"> • Tell Me Scotland portal – message on this • MFCHA contacts – posters in village halls • tsiMoray – database information – could this be used <p>Chris advised that the number of mailings/consultations were variable and it is demand led. Feedback will be provided to community planning on how information collated is used. It is important to be clear about why you are consulting and also feedback what does/doesn't change as a result of the consultation. Chris advised that they want it to be easy for members to complete surveys and questionnaires.</p> <p>There are materials available that Chris will make available to groups for circulation.</p> <p>The Citizens Panel Newsletter is currently available on the YourMoray site.</p>	
5.	National Standards for Community Engagement	<p>The National Standards have been in force for a few years now and, although everyone is aware of them, the group agreed that it would be a benefit to go through a single action at each future meeting. The first standard to be considered will be :</p> <p>Involvement: <i>we will identify and involve the people and organisations who have an interest in the focus of the engagement.</i></p> <p>It was agreed that full packs of the National Standards of Engagement would be distributed to the group.</p>	AM
6.	Action Plan Toolkit	<p>John advised the group that the first meeting had taken place of a professional network group which has been set to include representatives of the community planning board members and also representatives of departments across the council (this was previously established as the CE Network). An Action Plan toolkit will be one of the main focuses of this group and look at how we can build one across partners and hopefully pull together the different toolkits that are already available.</p> <p>Using a previous toolkit as a basis, the next meeting at the end of June will discuss with partners how best to do this.</p>	

7.	Current & Proposed Consultations	<p>The group agreed that it would be useful to have a working list of consultations which would be updated and also report outcomes.</p> <p>The link here is to the council's website for current consultations (although not exhaustive).</p> <p>There was concern raised at the current consultation in respect of Adult Social Care Contributions Policy in respect of a hard copy received by a service user. The feedback was mainly that the document was complicated, not clear on why equalities monitoring should be done, not clear that it is optional, lack of explanation. John advised that he would feed this back to the 'owners' of the consultation.</p>	<p>AM</p> <p>JF</p>
8.	AOCB	<p>Fiona had a draft copy of the Moray Transport Guide and asked whether the Community Planning logo could be used on this publication. John to arrange with Chair of CP Board and arrange for inclusion on the agenda of the next CP Board on 19 June 2014. Also he will check with the Equal Opportunities Officer that the document has been seen by him as there was some concern over the colour of pages and text.</p>	<p>JF</p>
9.	Next Meeting Date	<p>The Group noted that the next meeting would be held on Tuesday 1 July 2014 at 10.00am, Meeting Room 1, Moray Council Annexe Building.</p> <p>This will be immediately followed by a follow up meeting on feedback from Supporting Communities Session (information attached).</p>	