

**COMMUNITY ENGAGEMENT GROUP MEETING – 7 NOVEMBER 2017****TRAINING ROOM 1, COUNCIL OFFICES – 9.30 AM**

<b>ITEM NO</b>	<b>TITLE OF REPORT</b>	<b>DECISION</b>	<b>ACTION BY</b>
	Present  Apologies  In Attendance	Alastair Kennedy (Joint Community Council) Anita Milne (MFCHA) Councillor George Alexander Don Vass (tsiMoray) Fabio Villani (CPOG rep) Fiona Rolt (Area Forums) (Chair) Jacqui Taylor (Moray College UHI) Laura Sutherland (MHSCP) (observer) Maggie Miller (Police Scotland)  Anne Lindsay (Moray College UHI) David Meldrum (Scottish Fire & Rescue Service) Elaine Logue (Police Scotland) Ian Todd (TMC) Irena Patterson (Moray Disability Forum) Jaz McDougall John Ferguson (TMC) Karen Chamberlain (HIE) Kate Stephen (Police Scotland) Steven Christie (Tenants Forum) Tracey Gervaise (MHSCP)  Bridget Mustard, TMC Denise Whitworth, TMC Jacqui Graham, Minute Taker	
1.	Apologies & welcome	Fiona Rolt welcomed everyone to the meeting and the group did introductions around the table.  Apologies noted as above.	
2.	Previous Minute 5 September 2017	The minute was agreed as an accurate record of the meeting with the small amendment to record Gary Templeton and Emma Gordon as In Attendance and not as part of the Group.  The minute was then proposed by Fabio Villani and seconded by Fiona Rolt.	

3. (a)	Matters Arising i. Circulation of Communications Plan for Local Development Plan  ii. JCC event	It was noted that Emma Gordon's copy of her presentation and the Communications Plan for Local Development Plan had been circulated to the Group on 6 September 2017.  Alastair advised that the JCC event scheduled for 14 Sept will now take place in Feb	
(b)	Partners agreed to identify resources they have to offer to support CPP community engagement  Partners to submit list of significant engagement	It was noted that the Council has provided a list of the significant engagements over the coming year, and partners were reminded to submit this so that there is awareness of the major pieces of work for the purposes of co-ordination and sharing resources.  Partners advised regarding the resources they could access to support community engagement work as follows: <ul style="list-style-type: none"> <li>• Council and IJB confirmed that resources would be available to support the development of locality plans and it was agreed to discuss requirements and develop plans accordingly.</li> <li>• Community organisations would be supportive of community engagement work and would use contacts and networks to encourage involvement.</li> <li>• tsiMoray confirmed that resources are available to support activity but also a network of contacts to help encourage engagement.</li> <li>• Moray College confirmed that they could possibly be able to assist e.g. short course provision in the community and it was noted that New Elgin had been of particular interest previously due to the proximity to the College. Might also be scope to link in with the younger age demographic (16-29) through the College. Jacqui agreed to speak to David Patterson to confirm options.</li> <li>• Police confirmed that they have 4 area inspectors who could provide a link into locality work.</li> </ul>	<p><b>Laura/ Denise</b></p> <p><b>Jacqui Taylor</b></p>
4.	Monitoring and	The group agreed to note and update the Engagement	<b>All</b>

	Evaluating Engagement	<p>Calendar and to provide feedback on any current activities.</p> <p><b>Progress Report</b></p> <p>The action tracking on the updates to the monitoring/progress report was noted.</p> <p><b>Annual Review</b></p> <p>With regard to the Annual Review Progress report the group noted the progress as set out in the report and noted the following comments:</p> <ul style="list-style-type: none"> <li>a) 4.1.2 – Dufftown also had planning for real event so this is to be added along with a progress report. Also the group thought there was a PfR in findhorn.</li> <li>b) 4.1.4 – PB end of para to be amended to reflect both You Choose, Health &amp; Social Care/MADP PB and Money for Moray events, which took place. Fabio will forward wording with additional information. It was also noted that additional funding was leveraged in to support the PB administration and that should be reflected (£6.5k support funding, with similar amount to Tsi). To check whether Findhorn also had a PB exercise.</li> <li>c) Add Growth deal community engagement</li> </ul> <p>Any changes are to be forwarded to Bridget by 14 November 2017 and then it was agreed that the report would be submitted to Community Planning Board on 7 December 2017.</p>	
5.	Development and Implementation of Engagement	<p><b>Community Engagement Strategy</b></p> <p>The Group noted the draft Strategy that had been circulated, this was noted and Fabio’s comments were accepted.</p> <p>The Chair took the Group through the paper page by page and in particular, sought confirmation that the Group were satisfied with the aims and objectives set out in the strategy.</p> <p>Section 6 – agreed to add wording to ensure that reference is inclusive of individuals as well as groups.</p> <p>Section 7 – under the last paragraph “Community of</p>	

		<p>identify” should read “Community of identity”.</p> <p>Section 8 – there was discussion of the engagement wheel and it was confirmed that this sets out the principles that should underpin the engagement. Also agreed to add some examples of engagement tools (possibly using some real work to illustrate these – planning for real, PB, etc).</p> <p>Section 10 – under the third bullet point in the first sentence replace the word “some” with “more” and add reference to the use of VOiCE for monitoring and evaluating of community engagement.</p> <p>Glossary – discussion of definition of partners and agreed to review to ensure that roles are as clear as possible. To consider the distinction between community planning partners and “general” partners.</p> <p>Add review period – initial annual review as part of annual progress review with view to strategy being a 3 year document that would be revised at the end of that period.</p> <p>It was also noted that it is proposed to develop a summary leaflet version of the strategy for public promotion of what the CPP approach to community engagement is.</p> <p>Following discussion the Group agreed the Strategy and that it be taken forward to the Community Planning Board.</p> <p>Arising from this discussion, the group raised their concerns about the decision-making structures within the CPP. In particular they were concerned about the reporting lines between the CP Board and CEG and the role which the CPOG has to consider items prior to the CP Board meetings. During discussion Denise highlighted that CPOG members are a major stakeholder for achieving the strategy and therefore it would be prudent to have their commitment to the strategy before submitting it to the Board.</p> <p>Denise will re-draft the strategy for submission to CPOG and then the CP Board. It was agreed if there were any major changes from CPOG to the strategy it would be referred back to this group for consideration.</p>	<p><b>Denise</b></p>
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8.	Overseeing and Supporting Community and Organisational Capacity Building	<p><b>Future Planning for Development Sessions</b></p> <p>The Group considered ongoing development needs in light of the original intention which was to have these sessions for the members of the group. Options of regular or ad-hoc sessions were considered. It was noted that participation of others (e.g. CPOG, CPB members) had been useful.</p> <p>There was discussion of the development of participatory budgeting and the move towards 1% of council budget being managed in this way. It was noted that there is an event in Nairn in November and that places had been reserved for the Community Planning Partnership. The group agreed it would be useful to have local session(s) on PB (Noted new terminology is Community Choices). Denise advised that she has reserved 5 places on behalf of CPP. Anyone wishing to attend the event should advise Denise to enable her to confirm the name and numbers to the organiser.</p> <p>For next year the group agreed to plan 3 development sessions for the suggested topics of:</p> <ul style="list-style-type: none"> <li>i) Review of the Community Learning and Development Plan.</li> <li>ii) Community Choices/ PB</li> <li>iii) community capacity building and resilience</li> </ul>	<p><b>All/ Denise</b></p> <p><b>Anita/ Denise</b></p>
9.	AOCB	<p>Money for Moray are holding an event on 3 December 2017 in Lhanbryde. It was also noted that they had been successful in gaining another £60k funding from community choices with the theme of health and well-being. So far 29 applications for the funding have been received.</p>	

		<p>tsiMoray had also been successful in gaining funding for a PB event which has a focus on health and well being, drugs and alcohol and will be holding an event on 7 December 2017 at 2pm at Inkwel Room, Elgin Youth Café.</p> <p>The inaugural meeting of Joint Community Councils is to be held when they will elect their chair.</p> <p>Findhorn Bay – noted review planned for end of shooting season. Councillor Alexander is issuing an open letter to ask shooters to comply with permit requirements, etc. There will be opportunity for community engagement exercise around this issue and he would welcome the community representatives from this group to support the engagement by encouraging involvement.</p> <p>Research into the future of community councils event will be held on 26 Nov in Elgin.</p>	
10.	Next Meeting Dates	<p>It was agreed to look at dates for future meetings from mid/third week in January 2018 and then 2 monthly to fit with Community Planning Board dates once these are scheduled.</p> <p>Also to look at three dates for Development Sessions again working around CEG and Community Planning Board dates.</p>	