COMMUNITY ENGAGEMENT GROUP MEETING – 13 AUGUST 2013

DRAFT MINUTE

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	Convener, Councillor Cree (Chair), Ian Todd (Moray Council), Donna Skene (Clerk), Alastair Kennedy (Community Councils), Fiona Rolt (Area Forums), Anita Milne, (Moray Federation of Community Halls & Associations), Anne Glover (Patients Participation), Steve Christie (Tenants Forum), Don Vass (TSI Moray), Judith Franklin (Equalities Forum), Tracey Gervaise (NHS), Colin Mowat (Police Scotland) and Joan Wood, Moray Council – Presentation on MORINFO) **APOLOGIES** Apologies were received from John Ferguson, Community Planning & Development Manager.	
		The Convener welcomed the group to the meeting. He advised that John Ferguson was in hospital and was due to have an operation which will result in John being off work for 8-10 weeks. Ian Todd will be standing in for John during his absence.	
1.	Previous Minute – 26 June 2013	The Convener asked the group for accuracy on the minute of the last meeting dated 26 June 2013. The following amendments were advised : On page 2, 3rd paragraph, last sentence remove the word "will" before "Alastair will re-circulate in due course". On page 2, 4th paragraph it should read "principal" and not "principle". On page 5, with regard to Citizens Panel, 5th paragraph, Don advised that he did not "advise" and that that this should read "queried". With regard to the same paragraph, Alastair Kennedy advised that the 5th paragraph should now read : "Due to other commitments and ongoing activities it is unlikely that Community Councils will have the capacity to carry out large numbers of Consultations and the Convener added that there is little capacity elsewhere so we need to look at how to focus our consultation and we may need	

		separate consultation for different generations".	
		On page 5, Citizens Panel, paragraph 6, Fiona advised that the word "where" should be removed in the first sentence.	
		With these amendments the draft minute was approved.	
2.	Presentation on "MORINFO"	The Chair welcomed Joan Wood, Information Services Librarian, Moray Council, to the meeting.	

The Chair welcomed Joan Wood, Information Services Librarian, Moray Council, to the meeting.

Joan advised that the Council's IT Department designed "MORINFO" and was designed around the Council's webpage.

The aim being that community groups and organisations in Moray can register their group on the database. This acts as a good starting point for those new to the area or for community members to access information and contacts on a wide range of activities. The database also highlights forthcoming events across Moray.

The following questions were raised by the group :

How is the database kept up to date?
After one year, an e-mail is sent out to the registering group to ascertain whether the details require updating. In total 3 e-mails are sent and if no response is received, the entry is removed.

More promotion of MORINFO is required.

It was suggested that it would be worth cross referencing with the TSI Moray database.

Tags?
Joan advised that it is only possible for each entry to have one tag at the moment but this is on the wish list with IT.

How does a category get added?
 A group should contact Joan (joan.wood@moray.gov.uk) to arrange this. The choice of tag is up to the individual group or person registering.

Is it possible to upload documents ie as a PDF?
This was not possible but there was the opportunity to link to another website. The Chair suggested that a file upload may be possible but was unsure exactly how this could be done. Joan added that she would check with IT.

		E-mail Addresses?	
		If after one year the secretary of a group has changed is there an opportunity to have another e-mail address included ie as in an alternative keyholder?	
		As stated earlier, all contacts are reviewed yearly. There is an expectation that registered groups keep MORINFO up to date via the administrator. The current set up provides one box for contact details although a second contact could be included.	
		It was acknowledged within the Community Engagement Group that different organisations chasing both MILO and MORINFO could be confused by having more than one central contact point for information.	
		Tracey confirmed that NHS utilise various databases depending on what information is required. Having one database could be valuable and useful.	
		The Community Engagement Group acknowledged the issues associated with more than one database. Having a single point of contact could assist working together to improve a system for use for all partners.	
		It was also acknowledged that as Community Planning Partners we should be promoting MORINFO. Further exploration would be required to ascertain if it would be possible to have one approved 'central ' site but still allow organisations to utilise in-house ones that best suit their needs.	
		The Community Engagement Group acknowledged the benefits of running MORINFO as the costs are absorbed by the Council. The Community Engagement Group may wish to discuss the issue further to decide the best framework for the partnership to utilise.	
		TSI Moray database (MILO)	
		Access for those registered and approved by TSI Moray. Don will clarify terms and report back to the meeting.	Don Vass
		It was agreed that the Chair will discuss MORINFO with Moray Council's IT department before further asking that it be placed on the Community Planning Board as an agenda item.	Convener
		Group members were asked to give some thought to the	

		discussion. Item to be added to the agenda at the next meeting.	All

		Future delivery of Community Care services in Moray. Consultation deadline setting out improved choice and control for New Moray Community Care Model, New Partners in Care, is **20th August, 2013.**
		
		The draft document outlines a shift in the balance of care through promoting independence and access to information about resources that can support people in their communities, providing greater choice and control and improving outcomes for people.
		
		This new way of working is based on three offers, or tiers, to the community:
		
		   - Tier One - Help to help yourself. Information and advice on universal services to the whole community with the emphasis on prevention
		
		   - Tier Two - Help when you need it. Continuing to focus on early intervention, prevention and reablement so that people are supported early on and in a way that is right for them
		
		   - Tier Three - Ongoing support for those who need continuing support, and those who care for them, to plan for a better life. Through self-directed support, there will be greater opportunities for people to exercise choice over their care and support, giving them more control to make the decisions which are right for them and their family.	

3.	Action Plan	It was acknowledged that the contents of the Draft Action Plan were based on comments received from group members and that all comments had now been incorporated into the Action Plan. Apart for the need for any amendments, the Chair requested that the Action Plan be adopted for submission to the Community Planning Board for approval.	Convener
		It was agreed that the "tense" of the wording throughout the document should be kept the same. The Chair agreed to check and amend.	Convener
		Page 2, item 4 "To share information and best practice …."	

		Are points "a" and "b" the same? Should there be more than one lead mentioned in the lead column?

Page 3, MHSCP should read MCHSCP.

It was acknowledged that some of the actions were from the previous group to which the Chair advised that they were.

A short life working group was established to explore timelines in the Action Plan. Members to include:

- Tracey Gervaise
- Anita Milne
- Fiona Rolt
- Don Vass
- Ian Todd
- Stewart Cree- Chairperson

Ian to facilitate a meeting. | IanTodd |
| | | Glossary of terms/abbreviations to be added to the bottom of the Action Plan.

A general discussion took place regarding an Annual Awards event. It was agreed that further discussion would be held at a later date as an agenda item.

Action Plan approved. | Ian Todd |
| 4. | Citizens Panel | A copy of a report on the Citizens Panel was circulated to the meeting.

The Chair advised that following on from the last meeting he:

- Is anxious to make sure the partnership get good value.
- The bottom line being that the Community Engagement Group is satisfied of the value of the Citizens Panel.
- Is keen to report to the next meeting of the Community Planning Board.

He also stressed that having this facility is useful as a consultation mechanism as it is quick and those conducting the consultations are trained, particularly with regard to the questions being asked. The Chair felt that the Community | |

		Engagement Group should support the Citizens Panel for the time being but stressed that all Partners should examine how best to utilise it.	
		It was agreed that a "Review of how the Citizens Panel works" should be inserted into the Action Plan	Ian Todd
		Alastair queried if we need to go through a procurement process or can we continue to employ Craigforth? The Convener advised that he will check this point with Amanda Walker, Project Officer who is currently on holiday. He will also give an update to the Community Planning Board.	Convener
5.	Area Forums Handbook	Draft copy circulated for information.	
6.	Moray Forum – Transport Seminar	The draft programme for the Moray Transport Seminar to be held on Saturday 28 September 2013 at Lhanbryde Community Centre was circulated to members for information. Members requested to assist with publicising the event. Additional information. - The Passenger Forum has now met 4 times - 2 years since the first seminar.	All
7.	The Moray Compact	This had been included on the agenda and Action Plan as the group had previously discussed this item. Models from other parts of the UK have been circulated previously by e-mail and the current version was dated June 2008. Anita added that it had been raised previously with regard to a dispute within the Third Sector. It had been mooted that the Community Engagement Group may have had an arbitration role to play. All agreed that the Compact requires updating. Don added that previously this was the role of MVSO and suggested that this should now be the role of TSI Moray. The Chair added that he thought that the Community Planning Board should have overall responsibility to	Don Vass

		decide. It was agreed that TSI Moray puts together an updated Compact and submits to the Community Planning Board.	
8	AOCB	Alastair advised that he will forward updated information on the impending Community Council elections to the group for promotional purposes. He also asked if the Convener would be willing to be interviewed by the Northern Scot as part of the awareness raising exercise currently being promoted by the JCC. The Convener agreed.	All
9.	Date of Next Meeting	Thursday 26 September 2013 at 10 am in the Activities Room, Elgin Library	All