COMMUNITY ENGAGEMENT GROUP MEETING – TUESDAY 4 DECEMBER 2018

MEETING ROOM 1, COUNCIL ANNEXE – 9.30 AM

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	Andrea Fuller (MFCHA) substituting for Anita Milne Councillor George Alexander, TMC Don Vass (tsiMoray) Fabio Villani (CPOG rep) Fiona Rolt (Area Forums) (Chair) Ian Todd (TMC)	
	Apologies	Alastair Kennedy (Joint Community Council) Anita Milne (MFCHA) Councillor Graham Leadbitter, TMC Irena Patterson (Moray Disability Forum) Jacqui Taylor (Moray College UHI) John Morgan (Scottish Fire & Rescue Service) Karen Chamberlain (HIE) Kerry Rigg (Police Scotland) Laura Sutherland (MHSCP) Maggie Miller (Police Scotland)	
	In Attendance	Bridget Mustard, TMC Denise Whitworth, TMC Jacqui Graham, Minute Taker Karen Delaney, TMC (in respect of Item 3.2)	
	Apologies & Welcome	Fiona welcomed everyone to the meeting. It was noted that going forward Kerry Rigg would be the new representative on the Group for Police Scotland. Apologies were noted as above.	
1.1	Previous Minute - 18 September 2018	The minute was agreed as an accurate record of the meeting. The minute was then proposed by Don Vass and seconded by Fiona Rolt.	
1.2	Matters Arising	Colin Bell, Environmental Protection Manager is to present an update on waste management to the next CEG meeting on Tuesday 22 January 2019.	

2.1	(a) Quarterly Performance Reports on Engagement Activity	(i) IJB/Leanchoil (Laura) As Laura had been unable to attend today's meeting it was agreed to defer this item to the next CEG to be held on Tuesday 22 January 2019.	
		(ii) tsiMoray 3rd Sector Forum (Fabio) Fabio had circulated his report for this item to the Group, in order to allow everyone enough time to have a proper look at the report it was agreed to defer this item to the next CEG meeting on Tuesday 22 January 2019.	
		(iii) Moray Forum Transport Steering Group Transportation Seminar (Anita) Fiona advised that a report was being prepared, once it has been approved by the Transport Steering Group she will then have it placed on the next available CEG agenda, it was agreed that this would not be until into the New Year.	
		(iv) Budget Consultation It was noted that there had been positive and negative feed back about the budget consultation the main points were – • The pop up shops had worked well and the community groups had been pleased to get the opportunity to participate. • There had been a lack of time to respond to the consultation and that some meetings held at inconvenient times, during the holidays and not the best of venue, although community group did appreciate that the Council were on a very tight timescale due to waiting for announcement on budget allocation from the Scottish Government.	
		(v) Others There were no other quarterly performance reports.	
	(b) Consultations	Fiona had received an email from Alastair which he	

	and the national standard of community engagement	wished to be raised at the meeting. The email is in regard to a complaint from Forres Community Council about the lack of time allowed for responding to a consultation on redesign of health and social care services, they had only been given 12 days and although the response form was relatively easy to complete there was also a 33 page information document. Agreed that the CEG do need to look at how they ensure organisations consult with community groups and adhere to national standards in regard to consultations. Bridget is meeting with Laura Sutherland tomorrow and will ask about the health and social care report and ask Laura to get in touch with Alastair.	
	(c) Promoting Participatory Budgeting	Money for Moray has been allocated £3,000 from Scottish Government for promoting Participatory Budgeting in Moray. This money has to be spent by March 2019. Fiona asked if the Group could get back to herself or Alastair with any ideas on how best to use the money. Fabio suggested that Fiona get in touch with Elidh Brown at tsiMoray who has been working on Participatory Budgeting for Drugs and Alcohol and Health and Social Care.	
	(d) Action Plan	Following discussion and with the following few minor amendments the draft Action Plan was agreed by the Group. • Page 1 – Under point 3 "overseeing and supporting …" at the end add the words "in relation to community empowerment and engagement" • Page 1 – Under point 4 – spelling of positive should be corrected • Page 1 – Under Aim 1, under Progress Update column, remove first paragraph "The calendar …" and second line of second paragraph "draft" should read "drafted" • Page 2 – Under Aim 2, under Progress Update column, add after Moray Compact the words "March 2019"	

		• Page 3 – Under Aim 4, under Progress Update column, under "LOIP – CEG Dec meeting" change "Dec" to "Jan" Bridget is to circulate the new version of the Action Plan to the Group along with the CEG Engagement Activity template. It was also agreed that the Action Plan be a standing item on the CEG agenda.	Bridget
3.1	LOIP		
	LOIP and Locality Planning Update	Ian advised that the 2 pilot schemes running in Elgin and Buckie are now between stages 5 and 7 of the engagement process. This means that after this week, with the completion of the community engagement element in Buckie and Elgin, the focus of the work will be to develop a 'picture' of the priorities based on the themes and the capacity building support to progress the involvement of 2 local core community groups to become drivers of the initiative to the next stage There has been good partnership involvement in both areas, particularly between the CSU, LMG and Health & Social Care. Ian has met with Bridget to agree involvement of a designated Research and Information Officer to work alongside CSU staff and local core group members to ensure the data collated from the engagement reflect what was identified as priorities by those engaged across the community. David Allan, Deputy Director of SCDC is meeting with Elgin and Buckie Focus Groups, LOIP Oversight Group, CPOG and CSOs between the 5 and 6th December.	
3.2	Draft Volunteer Policy	Karen Delaney had circulated a draft of the Volunteer Policy leaflet, the Group had the following comments/changes – • Check that the font type and alignment of paragraphs are consistent throughout the document • Check the spelling in document i.e recognise	

		instead of recognize • Add link to tsiMoray website and any other helpful websites with volunteer information. • Make sure there is a bullet point that volunteer work is not a substitute for paid work Karen is to make the above changes and then she will circulate an update around the Group and she wil also include CEG in circulation of the full report.	Karen
4.1	Development Sessions	It was agreed to hold a Development Session in the last two weeks in April 2019 with the following subjects – • LOIP review • Community Asset Transfer (CATs) It was agreed to invite some of the Community Groups who have been involved with a CAT to do a short presentation. Jacqui is to look at booking the main Inkwell Room at Elgin Youth Café from 1.30 – 4 pm on one of the last two Tuesdays in April.	
5.1.	AOCB	tsiMoray are holding an event called "Democracy Matters" at Elgin Town Hall on Monday 10 December 2018 from 6.30 – 9 pm	

	Next Meeting Dates	The next CEG meeting is to be held on Tuesday 22 January 2019 at 1.30 pm in Main Inkwell Room, Elgin Youth Café.
		
		Proposed Agenda Items
		
		• Waste Management Update – Colin Bell
		• Quarterly Performance Reports on Engagement Activity
		  (i) IJB/Leanchoil (Laura)
		  (ii) tsiMoray 3rd Sector Forum (Fabio)
		• Budget
		• LOIP Priorities – this to be the main focus of the meeting to look at performance measures and feedback.
		• Action Plan	