

**COMMUNITY ENGAGEMENT GROUP MEETING – 26 JUNE 2013**

**DRAFT MINUTE**

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Convener, Councillor Cree (Chair), John Ferguson (Moray Council), Donna Skene (Clerk), Anita Milne (Moray Federation of Community Halls &amp; Associations), Anne Glover (Patients Participation Forum), Steve Christie (Tenants Forum), Don Vass (TSI Moray), Judith Franklin (Equalities Forum), Jo Fergusson (Moray Collaborative Learning Network), Tracey Gervaise (NHS), Colin Mowat (Police Scotland) and Amanda Walker (Item 4 – Citizens Panel) and Grant Wilson (Item 2 – Presentation on Waste Management Strategy)</p> <p><b><u>APOLOGIES</u></b> Apologies for absence were intimated on behalf of Jaz McDougall (Moray Disability Forum), Alastair Kennedy (Community Councils) and Alan Beresford/Fiona Rolt, Area Forums</p>	
		<p>The Convener advised that he wished to raise the issue of representation on the Community Engagement Group and as previously discussed he felt there was a need for other Partners to be involved in the Group.</p> <p>He advised that he had invited NHS and Police Scotland to attend this meeting today.</p> <p>Tracey Gervaise was delegated to represent NHS and Colin Mowat was delegated to represent Police Scotland. They were in attendance today for them to gauge if they feel there would be any benefits for both Partners and to the group for them to attend and today was about “have a look and see basis”.</p> <p>Both Tracey and Colin are to consider NHS and Police Scotland’s representation respectively on this group.</p>	TG/CM
1.	Previous Minute – 14 May 2013	<p>The Convener asked the group for accuracy on the minute of the last meeting dated 14 May 2013.</p> <p>The following amendments were advised.</p> <p>On page 1, under Present – Anita advised that it should read Moray Federation of Community Halls &amp; <b>Associations</b> and not “Associates”.</p>	

		<p>On page 2, Item 3, Action Plan, 1<sup>st</sup> paragraph. Don queried this paragraph. John advised that this paragraph should read  “.....”NHS Patient Participation Standards” <b>for</b> the Community Engagement Group .... and not “of”.</p> <p>On page 5, Item 6 – Activities – Project Proposals, first bullet point should read “Community <b>Resilience</b> ie flooding” and not “Resilance”.</p> <p>Under Matters Arising the Convener advised that with regard to Item 5, Promotion of Elections, Alastair Kennedy had circulated draft promotional materials and advised that in Alastair’s absence, Alastair would welcome the group’s views, observations or suggestions on how this group can encourage the promotion of Community Councils. Steven added that there was number of amendments to the information circulated and that will Alastair will re-circulate in due course.</p> <p>The Convener advised that the principle purpose of the group is to advise, assist and co-ordinate Community Engagement processes within Moray.</p> <p>Don advised that under Item 4, Membership of the group that TSI have now held their AGM and they now have a new board elected with the full 12 members and their first meeting will take place at the end of July and added that no office bearers have been decided as yet. The Convener added that it is up to the group to decide what is an effective number for this group and we need to be mindful of the size. At this stage, the Chair indicated that one representative from each group was sufficient at this time but will be subject to review.</p> <p>In conclusion Don and Steve agreed the amendments to the minute.</p> <p>The Convener advised that as Judith needs to leave the meeting early, her Item on the Agenda (Item 6 – Moray Council Equality Outcomes 2013-2017) will move and become item 1a.</p>	
--	--	---	--

1a	Moray Council Equality Outcomes 2013-2017	<p>Judith advised that she represents the Equalities Forum. The agreed equality outcomes which will be worked on over the next 4 years will be :</p> <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Domestic Violence</li> <li>• Accessible Streets in Moray</li> </ul> <p>Judith advised that further details on this can found on the Moray Council website. She asked that the group keeps these outcomes in mind.</p> <p>The Convener advised that he is a member of the Equalities Forum and added that these outcomes were the focus when an internal review done and these were seen as easy hits and easy to recognise.</p> <p>Tracey asked if the Moray Council Equality Outcomes cross populated with the Moray Community Safety Partnership Strategy and supporting delivery plan. Judith advised that she did not think so. Tracey advised Judith that it may be appropriate to discuss the outcomes further with Jim Grant, lead officer responsible for the Community Safety Strategy.</p> <p>John added that there is a big opportunity to link and a chance for feedback into the Community Safety group.</p> <p>Judith left meeting at this juncture.</p>	
2	Presentation on Waste Management Strategy	<p>Grant Wilson, Cleansing Officer, The Moray Council gave a presentation on Waste Management.</p> <p>A copy of the presentation will be e-mailed to the group.</p> <p>Following the presentation Grant asked the group to contact him direct (<a href="mailto:grant.wilson@moray.gov.uk">grant.wilson@moray.gov.uk</a>) if they had any thoughts or ideas on how this group can advance and support the Waste Management Strategy.</p> <p>The Convener thanked Grant for his very informative presentation. Grant then left the meeting.</p>	DS
3.	Action Plan	<p>John circulated a copy of responses received on the action plan to the group.</p> <p>The Convener re-enforced the opportunity before the group to say what we really want for effective Community</p>	

		<p>Engagement.</p> <p>John added that as this is a new group we need to decide what is our Engagement Plan.</p> <p>John advised that he has started exploring the Community Engagement Compact advising that not a lot needs amending. After discussion it was agreed that John would circulate a copy of the Moray Compact and the Portfolio Compact from Solihull to the group.</p> <p>The group then discussed each of the responses received. With regard to the Action Plan, Right People (2c) - Explore the setting up of a collective database for information gathered during consultations, this was in relation to a discussion around the MILO database and it was agreed that the best way to take this forward would be a presentation on "morinfo". John agreed to approach the library service to give a presentation to the next meeting and it may be that a small group will need to be set up.</p> <p>It was then agreed that John will answer all points/comments raised in the responses received on the Action Plan and distribute this to the group after the meeting.</p>	<p>JF</p> <p>JF</p> <p>JF</p>
4.	Citizens Panel	<p>Amanda Walker, Project Officer joined the meeting for this item.</p> <p>The Convener reminded the group that the Community Planning Board had referred the continuation of the Citizens Panel to the Community Engagement Group.</p> <p>John then circulated to the meeting a list of comments received on the Citizens Panel. John advised that there was a general support for the Panel and it was felt that the Panel was a useful tool but there are questions re the cost involved.</p> <p>After discussion it was agreed that John would provide answers to all questions raised and re-issue this out to the group.</p> <p>Amanda advised that the membership of the Panel was last refreshed in October 2010. In order to replace half of the membership (500 people) half were removed based upon those with a poor response rate and those in over-represented groups. Over 7000 invites were sent out to randomly selected people from the electoral register from which a representative 500 new recruits could be chosen.</p>	<p>JF</p>

		<p>The Panel is slightly under-represented in those under 30, employed and those in social rented accommodation. This is why using the Panel in conjunction with other groups is useful e.g. Youth Council and Tenant Forum. For any groups that remain slightly over/under-represented, a weighting is applied to results.</p> <p>The Community Planning Partnership does own the membership database so we can use it by ourselves for any future consultation. It is standard practice to refresh Panel membership every few years. Having been last refreshed in October 2010, in ideal circumstances the Moray Panel would be due for a refresh in the next year or so.</p> <p>While there have been no specific customer satisfaction questions asked of the Panel. We can infer levels of satisfaction from response rates. Since the Panel came into existence there have been 20 consultations with an average response rate of 61%. Since November 2012 there have been 5 consultations and the average response rate has been 49% - which is very positive considering there have been so many consultation in a relatively short space of time.</p> <p>Panel members were asked how often it would like to be consulted: 70% said every 4 months; 51% every 2 to 3 months; 55% willing to take part in other types of consultation every 4 months. Again, we can infer positive satisfaction levels from these figures.</p> <p>Don advised that Community Councils do not 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.</p> <p>Anita advised that she had sent her comments on Citizens Panel but where they have not been included on the response sheet circulated. It was agreed that Anita would send her comments to Donna and that Donna would ensure her comments are included on the list.</p> <p>It was agreed that the Convener will report back to the Community Planning Board on 22 August 2013 and advise that the Community Engagement Group will continue to</p>	<p>AM/DS</p> <p>Chair</p>
--	--	--	---------------------------

		<p>monitor and oversee the Citizens Panel as there will be merit in maintaining the Citizens Panel but recognises that a more flexible system is needed and because the costs involved are significant and it could be beneficial if we had a database but also be able use another system ie surveymonkey for smaller surveys.</p>	
5.	South Lesmurdie	<p>John advised that this item was outstanding from the last Action Plan and was raising this item today as Alastair Kennedy was concerned that this had been forgotten about.</p> <p>John advised that this was an ongoing engagement exercise following work last October for the Flood Alleviation Team who were carrying out activities in the area. They had come up with a list of actions and a small residents group had been formed.</p> <p>Police Scotland have identified funds and resources to develop the work at South Lesmurdie.</p> <p>John advised that he will report back to the group and keep the group updated.</p> <p>The Convener added that this group should be seen to foster organisations to engage and ensure that people know how to engage effectively.</p>	JF
6.	AOCB	<p>John advised that he wished to raise the item of Community Engagement Manual which was discussed earlier in the meeting with regard to databases.</p> <p>Don asked how this issue can be taken forward. It was agreed that a presentation from the Library Services would assist.</p> <p>The Convener asked that Colin and Tracey could advise if they both thought there would be any benefits from both partners being involved in this group.</p>	TG/CM
7.	Date of Next Meeting	<p>The Convener apologised for this meeting having to be moved to a Wednesday and acknowledged that it had been agreed at the last meeting that the group's preference was for meeting to take place on a Monday or</p>	

		Tuesday The next meeting will take place on Tuesday 13 August 2013 at 2 pm in Activities Room, Elgin Library.	
--	--	--	--