

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

**DRAFT MINUTE**

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Convener, Councillor Cree (Chair), John Ferguson (Moray Council), Shelley Lawson (Clerk), Fiona Rolt (Area Forums), Anita Milne, (Moray Federation of Community Halls &amp; Associations), Don Vass (TSI Moray), Judith Franklin (Equalities Forum),</p> <p><b><u>APOLOGIES</u></b>                      Apologies were received from Alastair Kennedy (Community Councils), Anne Glover (Patients Participation), Steve Christie (Tenants Forum), Tracey Gervaise (NHS), Colin Mowat (Police Scotland)</p>	
1.	Previous Minute – 13 August 2013	<p>The Convener asked the group for accuracy on the minute of the last meeting dated 13 August 2013.</p> <p>The following amendments were advised :</p> <p>On page 3, 3<sup>rd</sup> paragraph, remove the word “chasing” and replace with “seeking information from”</p> <p>On page 5, 3<sup>rd</sup> should read “It was stated that some of the actions were from the previous group. The Chair confirmed this.”</p> <p>With these amendments the draft minute was approved.</p>	
2.	Matters Arising	<p><b><u>Review of how the Citizens Panel Works</u></b>                      A query was raised in relation to this being similar to another action already in the plan. The Group agreed that this item should remain in the action plan as it will need to be reported to the Community Planning Board</p> <p><b><u>TSI Moray Database (MILO)</u></b>                      Don Vass advised the group that MILO is only accessible through TSI and is not an open database therefore there would be no conflict with MORINFO. In response to a question raised by Fiona as to whether it would be possible to encourage users to also use MORINFO, Don advised that a section could be added to the bottom of letters to highlight this.</p>	Don
3.	MORINFO	The Chair advised the group that he has e-mailed the Council IT department but as yet had no response, he will	Convener

		chase this up.	
4.	Action Plan	<p>During discussion, a number of additions / amendments were made to the action plan:</p> <ul style="list-style-type: none"> <li>• A note needs to go next to the items “develop and adopt consistent approaches to evaluation of community engagement practice” and “Promote VOICE to all partners as a tool to ensure that National Standards are met” explaining that this is awaiting national guidance</li> <li>• The following three items should be moved so that they are next to each other in the list: <ul style="list-style-type: none"> <li>○ Compile a register of all statutory and regular partner consultations</li> <li>○ Agree protocols for consultation / engagement sharing</li> <li>○ Publish the results of consultation process evaluations</li> </ul> </li> <li>• Number the items in the action plan</li> <li>• The outcome of consultations over the year should form an annual report and should also be discussed under “current consultation”</li> <li>• Agreement was reached to focus on the items with a ‘1’ priority at the moment.</li> <li>• The line that reads “Encourage feedback from all engagement activity identifying how the process influenced decisions” should be re-numbered to be a priority ‘1’ and moved so that it is above “Publish the results of consultation process evaluations”</li> </ul> <p>The Group agreed that all actions with a priority ‘1’ should have a target date of 31.03.14</p>	
5.	Citizens Panel	<p>The Chair advised the group that a report needs to go to the next meeting of the Community Planning Board in relation to the Citizens’ Panel asking them for formal agreement. He further advised that the tender would be for a 2 year contract as the costs involved would be too high for only one year.</p>	Convener
6.	Moray Compact	<p>John Ferguson advised the group that he had looked at the Solihull and Slough Compacts which are based on a “We say... We will...” approach. Moray requires an updated Compact which is overarching but with a section specific to Community Engagement.</p> <p>The group noted that TSI are the lead on this project and that there are a number of people who have expressed an interest in getting involved. John will contact Fabio for an update of where the project is currently and then together they will liaise with the interested parties before completing</p>	John Ferguson

		a final version for submission to the CP Board.	
7.	Current & Proposed Consultations	<p>Under reference to the current and proposed consultations, the Chair made the group aware of a confidential item relating to the 10 year plan. He explained that the Community Engagement Group needs to be the group to promote this document when it is ready for public consumption. The group agreed that they are happy to take this forward at an appropriate time.</p> <p>John Ferguson also highlighted the Wittet Drive consultation currently ongoing in the Gallery within Elgin Library.</p>	All
8	AOCB	<p><u>Future Dates</u> With the exception of changing the meeting proposed for Tuesday 19<sup>th</sup> November to Thursday 21 November, all proposed dates were agreed which takes the time table to the end of 2014.</p> <p><u>Group Correspondence</u> Anita Milne brought up the Engagement Matrix and the group agreed that this would be tabled for the next meeting. They also agreed that Tracey Gervaise should be aware that this will be discussed so that she can try to attend.</p>	
9.	Date of Next Meeting	Thursday 21 November 10am	All