

**COMMUNITY ENGAGEMENT GROUP MEETING – 03 MARCH 2015**

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Stewart Cree (Leader) Chair, Councillor Gowans, Alastair Kennedy (Joint Community Council), Anita Milne (MFCHA), Fiona Rolt (Area Forums), Alison Thow (Police Scotland), Don Vass (tsiMoray), Tracey Gervaise (NHS Grampian) and Fabio Villani (CPOG rep)</p> <p><b><u>APOLOGIES</u></b> Apologies were received from Irena Patterson (Disability Forum) and Steven Christie (Tenants Forum)</p> <p><b><u>IN ATTENDANCE</u></b> Emma Gordon, Planning Officer, TMC – Item 3 Alistair Robertson, Moray Health &amp; Social Care Partnership - Item 4 Ian Todd, CSU Manager – Item 5 Andrea McArthur, Minute Taker John Ferguson, TMC</p>	
1.	Previous Minute – 29 January 2015	<p>Item 4(ii) – the following wording was inserted at end of first paragraph ‘and he highlighted that the Moray Compact would feature as part of the event.’</p> <p>With this amendment at Item 4(ii), the minute was agreed as an accurate record of the previous meeting.</p>	
2.	Matters Arising	<p><b>(i) Community Empowerment (Scotland) Bill – John Ferguson</b></p> <p>The Bill is now at stage 2 of the process. There has been discussion in respect of Allotment legislation and whether this should be compulsory within local authorities.</p> <p>John updated the group on a recent visit by Marco Biagi, minister for Local Government &amp; Community Empowerment, which included a visit to the Out of the Darkness Theatre Project and the South Lesmurdie area. Also discussed Community Asset Transfers and Participatory Budgeting. There was some discussion on the Bill and it was that that it was important to ascertain which elements of Community Empowerment (Scotland) Bill are reasonable for the community to undertake particularly in respect of whether there is the capacity.</p>	

		<p><b>(ii) Access to Streets Update</b> There is no current update.</p> <p><b>(iii) Participatory Budgeting – John Ferguson</b> The group had a brief discussion around the committee report and it was stressed that the process of participatory budgeting is to bring a community together, not split a community; it is about empowering communities to help shape how budgets are spent. In order for Participatory Budgeting to be successful, there will need to be ‘buy in’ across the Community Planning Partners, recognising that organisations will have different views and ideas. Crucial that work is not duplicated.</p> <ul style="list-style-type: none"> <li>• What criteria are used to identify area and/or community?</li> <li>• How do we define a community?</li> </ul> <p>John advised that the ‘Planning for Real’ model was used to help communities highlight and identify issues thereby informing where resources could go. <b>ACTION:</b> Ian to circulate information</p>	<b>IT</b>
3.	Community Consultation on Review of Rural Groupings	<p>Councillor Cree welcomed Emma to the meeting.</p> <p>Emma referred to the information document which had previously been circulated. Supplementary guidance should fit with the Local Plan and looking to potentially identify new rural groupings; a minimum of 5 properties constitutes a grouping.</p> <p>The consultation starts in September 2015 and already it has been agreed that a wider Neighbour Notification than what is required by law, will take place. This has been discussed with the Joint Community Council.</p> <p>Exhibitions will also be held as local as possible to proposed development. Looking at ways to make effective use of social media before and during the consultation.</p> <p>Any other resources that could help? Emma explained that they are trying to find alternatives ways to reach more people and different audiences and asked if the</p>	

		<p>Community Engagement Group could help identify any known to them – contact Emma directly (<a href="mailto:emma.gordon@moray.gov.uk">emma.gordon@moray.gov.uk</a>).</p> <p>Emma confirmed that all the information will be circulated to forums, community councils and other community organisations.</p>	
4.	Introduction to Engagement & Communications Officer	<p>Councillor Cree welcomed Alistair to the meeting.</p> <p>It was recognised that ongoing dialogue with the community is required in respect of Health &amp; Social Care Partnership therefore an Engagement &amp; Communications Officer was appointed. Alistair outlined the Health &amp; Social Care Partnership consultation and advised that there had been 92 responses in Moray which although it appears to be a low number, the responses provided a good level of informed comments.</p> <p>Final document for approval to be with Scottish Government by 31 March 2015 and the target to get everything in place nationally is April 2016 however Moray is aiming for an October 2015 target.</p>	
5.	10-Year Plan – Engagement Process & Engagement Monitoring Process	<p>Councillor Cree welcomed Ian to the meeting.</p> <p>The updated flowchart examples were circulated which incorporated the comments made at the previous meeting.</p> <p>The group discussed how reference groups could be supported and also the role of the CE Network within the process.</p> <ul style="list-style-type: none"> <li>• There was concern over the volume of consultations happening and how that would be managed</li> <li>• After discussion it was agreed that although there may be an expectation that all consultations would go through the process, the reality is that only consultations which have a high profile to the public would follow the process.</li> <li>• Important that this does not become a ‘tick box’ exercise and due consideration to the engagement process and monitoring process happens.</li> <li>• How will information be captured?</li> <li>• How do we then share this information?</li> <li>• Are the Moray 2023 Plan priorities shared by the</li> </ul>	

		<p>community?</p> <p>After much discussion, it was agreed that some kind of mandate may be required from the Community Planning Board on the management of the volume of consultations. The next CP Board meeting takes place in early June therefore a broader discussion should take place at the next meeting on 6 May 2015.  <b>ACTION:</b> Add to agenda for next meeting  <b>ACTION:</b> John and Fabio agreed to meet prior to the next meeting to discuss and report back on 6 May.</p> <p>The CEG agreed in principle the draft Engagement Processes as presented today.</p> <p>Process Map allows ease of reference for consultation thereby ensuring effective engagement</p> <ul style="list-style-type: none"> <li>• Supportive role of CEG at front end of engagement</li> <li>• Prioritising what consultations to review (can't do them all)</li> <li>• Defines what this community engagement group is about</li> </ul> <p>Councillor Cree made the group aware that the Scrutiny Plans have been released by the Scottish Government and community engagement is included as one for scrutiny.</p>	<p><b>AMcA</b></p> <p><b>JF/FV</b></p>
6.	<p>Community Engagement Group Action Plan (to include Supporting Communities Session Report &amp; National Standards of Engagement)</p>	<p>It was agreed that John and Fabio would meet prior to the next meeting on 6 May 2015 (also see item 5 above) to discuss:</p> <ol style="list-style-type: none"> <li>1. Achieving a shared understanding of the CEG role and responsibilities</li> <li>2. Articulating what the CEG is asking the CPB to do</li> <li>3. Developing a new action plan for the CEG, aligned with its key focus</li> <li>4. Clarifying membership of the CEG (see under AOB below)</li> </ol> <p><b>ACTION:</b> Add to agenda for next meeting  <b>ACTION:</b> John and Fabio agreed to meet prior to the next meeting to discuss and report back on 6 May.</p> <p>The Community Planning Board need to engage and support the Community Engagement Group.</p>	<p><b>AMcA</b></p> <p><b>JF/FV</b></p>
7.	<p>Consultations</p>	<p>(i) Developer Obligations  The group discussed the paper which had previously</p>	

		<p>been circulated. There are various pots of funding around and it is important that these are identified and used effectively. The main question was in respect of how consulting is being undertaken and more detail is required on this.</p> <p><b>ACTION:</b> It was agreed that Councillor Cree would feedback comments directly in respect of Developer Obligations and report back at next meeting.</p>	<b>CIr Cree</b>
8.	AOCB	<p>Councillor Cree advised that the representative from the Equalities Group has resigned from the CEG. There was discussion in respect of current membership as there are some gaps at the moment.</p> <p>Agreed that CEG would discuss who they feel membership should include and present to CP Board for their agreement.</p> <p><b>ACTION:</b> Add to next agenda (see item 6 above).</p> <p>Fiona suggested page numbers to be added to minutes; agreed this would be put in place.</p> <p>Also clarity on the various plans and their role:</p> <ul style="list-style-type: none"> <li>• 10-Year Plan – engagement and monitoring and feeds into Moray 2023</li> <li>• Moray 2023 – not all areas of this were consulted on</li> <li>• Community Engagement Action Plan</li> </ul> <p><b>ACTION:</b> short note for circulation at next meeting of the CEG to clarify plans and roles</p>	<b>AMcA</b>       <b>JF</b>
9.	Next Meeting Date	The next meeting will be held on <b>Wednesday 6 May 2015</b> at 10.00am in the Inkwel (small meeting room), Elgin Youth Café.	