

**COMMUNITY ENGAGEMENT GROUP MEETING – 03 MAY 2016**

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Councillor Stewart Cree (Chair), Alastair Kennedy (Joint Community Council), Don Vass (tsiMoray), Fiona Rolt (Area Forums), Fiona Robb (HIE), Councillor Gowans, David Meldrum (Scottish Fire &amp; Rescue Services) Kev McPherson (Police Scotland), Fabio Villani (CPOG rep) Lead Officer, Ian Todd (TMC), Steven Christie (Tenants Forum), Tracey Gervaise (MHSCP).</p> <p><b><u>APOLOGIES</u></b> Apologies were received from Irena Patterson (Moray Disability Forum), Anita Milne (MFCHA), Anne Lindsay (Moray College UHI)</p> <p><b><u>IN ATTENDANCE</u></b> Mark Palmer, TMC Andrea McArthur, Minute Taker</p>	
1.	Apologies & welcome	Councillor Cree welcomed everyone to the meeting.	
2.	Previous Minute 15 March 2016	The minute was agreed as an accurate record of the previous meeting.	
3.	Matters Arising	<p>(i) Relationship between CEG and CPP Thematic Partnerships Update The new version of the 10Year Plan provides detail of how the CEG fits into the community planning landscape of Moray. The primary purpose of the CEG is to make community engagement work and give community engagement their rightful place in Moray.</p> <p>(ii) Draft Agreement &amp; Expenses Claim Forms The group agreed the draft agreement and expenses claim forms with the following amendments (i) substitute CPP for tsiMoray logo on claim form (ii) mileage claim to be as per HMRC guidance, 45p per mile. <b>AGREED:</b> with these amendments, the documents were agreed.</p> <p>(iii) Community Learning &amp; Development Plan</p>	

		<p>Implementation Update          Fabio advised that he will continue to report back on progress of the Plan; he has a scheduled meeting with staff in education and CLD.          This item should be kept on the agenda.  <b>ACTION:</b> remain as an agenda item at future meetings.</p> <p>After some general discussion around the CL&amp;D Plan Implementation, it was agreed that it may be useful to have a separate meeting to discuss this as there tended not to be 'space' on a standard agenda to discuss as fully as is required. It was agreed that alternative dates between meetings would be useful for discussion on matters like this in the future; development sessions.  <b>ACTION: Andrea</b> to look at future possible dates.</p> <p>(iv) Ian updated on the Participatory Budgeting event Money for Moray. There have been 60+ applications requesting around £300,000. The applications have been vetted and the working group are looking at how to manage the event. Consider having 2 events with half the initial money or using all the money available for the 2 events.</p>	
4.	Community Engagement Group Focus & Development Needs (attached)	<p>Fabio introduced his paper highlighting that the Community Engagement agenda is increasing and it is vital that we focus on priorities. Moray 2026 has now been 'tweaked' at previous CP Board meeting and is much more visual and readable than previously. Moray 2026 document can be found <a href="#">here</a>.</p> <p>Under point 3.3 Tracey also mentioned organisation's own development and their knowledge and understanding of eg. Moray 2026 – better enable to make informed decisions if understanding is there. Councillor Cree suggested that an alternative meeting would be useful to inform; more of a seminar rather than a formal meeting. This would be in line with what was discussed under Item 3(iv) above. A separate seminar would provide an opportunity for the presentation of information and Q&amp;A sessions. This would also be an opportunity for organisations to be aware of how best to engage and could cover a variety of subjects (subjects to be agreed by CEG) within an</p>	

		<p>informal setting.  <b>ACTION:</b> Set dates for Development Sessions outwith CEG meetings.</p>	
5.	<p>Community Engagement 2016  – Progress against 6 point improvement plan</p>	<p>Mark advised that implementation is being primarily undertaken by Moray Council staff with some help and advice from partners. CEG Sub Group activity update document had been circulated with agenda and other papers.</p> <p>Due to future consultation activity overlapping and in order to avoid confusion on each consultation, please see the following to provide clarity.</p> <ol style="list-style-type: none"> <li>1. Community Engagement and Participation, MCPP – help and advice provided by partners however being undertaken by TMC staff. This consultation is based on the 6 point improvement plan and will take place mid April 2016 – mid October 2016. Initially there will be a ‘push’ on the 10year plan of engagement activity for the first three months.</li> </ol> <p>Initial focus is to get ‘moving’ on the 10 year plan.</p> <ol style="list-style-type: none"> <li>2. Financial Consultation, TMC - Council’s own budget consultation will commence around mid July 2016 and this will be the Council’s main focus.</li> </ol> <p>Community Planning website – the 6 questions and 10 year plan will be available there. Posters and banners will be at various locations to include libraries and council access points, coloured orange. This information will be removed from libraries and council access points around mid July 2016 and replaced with financial posters and banners information and this will be coloured purple.</p> <p>Suggestion that website for financial consultation could have a link to the 2026 consultation so as members of the public still have the option when on the TMC website.</p> <p>Forthcoming survey to the Citizens Panel has had the 6 questions incorporated. Links to this will be available on as many partner websites as possible once live. Suggestion of a mini 4 page document of 10 year plan</p>	

		<p>to try and interest people initially then they may go to complete 10 year document.</p> <p>Fabio wondered whether the Community Engagement &amp; participation would have enough momentum to go forward when TMC has to change their focus to the financial consultation? Mark advised that this would be reviewed in October 2016.</p> <p>How will we go forward to engage? If we take collective responsibility, we can move forward quicker and learn quicker from any engagement we undertake. We can learn from mistakes and see what does and what doesn't work. Will also highlight common needs.</p> <p>Mark advised that he will keep the CEG updated on what's being done. CEG can look at resources more widely across partners. Currently all action is being promoted as <b>engagement</b>, not consultation.</p> <p>There was a brief discussion around development and whether the CEG should see 2026 10year plan sooner when feedback/comments have been received to be aware of what consideration has been given to feedback/comments.</p> <p>It was agreed that this was the role of the CPB to decide; arrange a brief background note to CPB  <b>ACTION: Councillor Cree</b> to take forward</p>	
6.	Moray Compact – Sign off Agreement	<p>With minor amendments as follows, the Compact was agreed and approved:</p> <ul style="list-style-type: none"> <li>• Insert page numbers</li> <li>• review in 2 years 2016-18</li> <li>• tsiMoray address for feedback</li> <li>• Add approved by CEG &amp; Date</li> </ul> <p>There have been no further volunteers for a short life working group to take forward a 'postcard' page for the Compact therefore Fabio will liaise with Kev to meet regarding this and take forward.</p> <p>The agreed Compact will be submitted to the CP Board for information.</p>	
7.	Consultation Lists for	<p>The group agreed that it would be useful for further submissions under this item to state clearly on the</p>	

	<p>Information/Noting/ Action</p>	<p>agenda what they are and this will help inform how much consideration will be required ie. noting, action etc.</p> <p>(i) Community Empowerment (Scotland) Act 2015 The CPBoard have agreed that a joint submission be completed and have asked for comments by 19 May 2016 for collation. This is a consultation that cannot be influenced by CEG on how it is conducted however there are implications contained within the CEB consultations which require to be responded to. In addition to a CPBoard response, individual organisation may also be forming their own response against specifics contained within the document.</p> <p>In respect of general questions, it was discussed whether CEG could make comments to CPBoard however it is recognised that the CEG, at this point, is not informed or developed enough to undertake this.</p> <p>Q7 contained within the document should be noted and shared with others.</p> <p>(ii) Fire &amp; Rescue Framework for Scotland 2016 The intention had been for this document to be presented to the CPBoard however it was presented to the Community Planning Officers Group (CPOG) who asked that it be presented to this group, CEG. Davie explained that this is not a Scottish Fire &amp; Rescue Services (SFRS) consultation but a government consultation to decide a framework for the future of the SFRS. Leading on from this will be a Local Fire and Rescue Plan and a Multi Member Ward Plan which is where focus will be locally.</p> <p>This is a very large document and this group cannot influence method of engagement undertaken in this case. Davie advised that the framework will be published late summer 2016 and then it is anticipated that the Local Plan will be around March 2017 – once this is done they will start looking at engaging with communities around this local plan.</p> <p><b>ACTION: Davie</b> to feedback to CPOG that CEG consider this document is not appropriate for local communities – should be directed to CPBoard.</p>	
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8.	AOCB	<p>The group discussed venues, agenda and membership of group and agreed:</p> <ul style="list-style-type: none"> <li>• Try and ensure not always council premises used for meetings (be aware of access)</li> <li>• Request any agenda items from group in advance of meeting</li> <li>• Organisations may wish to take a colleague along to a meeting for them to become familiar with work carried out by CEG</li> </ul> <p>Future meetings – all reports that are submitted for information/noting only should be checked against the following:</p> <ul style="list-style-type: none"> <li>• Adhere to National Standards</li> <li>• Timescales reasonable for engagement and/or responses</li> </ul>	

		<ul style="list-style-type: none"> <li>• Calendar of consultations – has this been considered when dates are being set? (avoid engagement fatigue).</li> </ul> <p>Scottish Rural Parliament's Rural Manifesto meeting on 11 May 2016 at 6.30pm in Elgin Town Hall, public meeting.</p>	
9.	Next Meeting Dates	<p>Councillor Cree suggested that the next meeting of the CEG be brought forward from 5 July 2016 to the end of June 2016; July is into the recess period. The group agreed and a new date of 28 June 2016 was proposed.</p> <p><b>Tuesday 28 June 2016 at 10.00am - Chestnut Room, Elgin Community Centre</b>  <b>Tuesday 23 August 2016 @ 10.00am – Inkwell Small Meeting Room, Elgin Youth Café</b></p>	