

COMMUNITY ENGAGEMENT GROUP MEETING – 17 JANUARY 2017

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Alastair Kennedy (Joint Community Council), Andrea Fuller (MFCHA) David Meldrum (Scottish Fire & Rescue Services), Don Vass (tsiMoray), Fabio Villani (CPOG rep) Lead Officer, Fiona Rolt (Area Forums), Ian Todd (TMC), Irena Patterson (Moray Disability Forum), Kate Stephen (Police Scotland), Councillor Patsy Gowans, Councillor Stewart Cree (Chair) and Tracey Gervaise (MHSCP).</p> <p><u>APOLOGIES</u> Apologies were received from Anita Milne (MFCHA), Anne Lindsay (Moray College UHI), Councillor Allan Wright, Councillor Sean Morton, Fiona Robb (HIE), Jaz McDougall, John Ferguson (TMC) and Steven Christie (Tenants Forum)</p> <p><u>IN ATTENDANCE</u> Mark Palmer, TMC Bridget Mustard, TMC Liam Ralph, Napier College, Observer Jacqui Graham, Minute Taker</p>	
1.	Apologies & welcome	Councillor Stewart Cree welcomed everyone to the meeting.	
2.	Previous Minute 1 November 2016	With a minor amendment on page 2, the minute was agreed as an accurate record of the previous meeting.	
3.	Matters Arising	<p>(i) 2017 Action Plan</p> <p>Fabio had produced Action Plan reflecting what had been discussed, following discussion it was agreed that the Action Plan be signed off.</p> <p>(ii) 2017 Development Plan</p> <p>Following discussion it was agreed to sign off the Plan.</p> <p>It was also agreed that following the presentation given at the Community Planning Board on Place Standard a similar presentation be given to this group, it was</p>	

agreed this could be tied in with the Development Session on either 28 March or 6 June 2017. Bridget contact and ask for outline of presentation and time required

It was also agreed that Ian would give a short half hour briefing to the group on using the Place Standard tool at the Development Session on 14 February 2017 ahead of the presentation on 28 March or 6 June 2017 to help set the scene. *(Post-meeting note: a 40 minute presentation by Irene Beautyman from Improvement Service Scotland will be on the agenda for the 28 March development session. It will be based on the one given to the Board, so no need for earlier intro by Ian, and could be followed by a more in depth session for practitioners if required)*

(iii) Compact Leaflet

Fabio had circulated the Compact leaflet. It was noted that as there was just the CPP logo at the top of the document it made it look like the document had come from just them.

Following discussion it was agreed to leave the logo on document as it is but that on page 2 in the first box on the fourth line to change “need to” to “will”.

(iv) Feedback from Community Planning Board

It had been agreed by the Community Planning Board that this group should have a representative on the Board and this was to be discussed at Item 4 on the agenda.

(v) Current Community Engagement and Participation Resources

The resource documents which had been submitted had been circulated to the group.

It was agreed that anyone who still had to submit this should do so as soon as possible as it was agreed that there is a huge pool of resources available and it would be good to have a complete overall picture.

4.	Appointment of CEG Representative to Community Planning Board	Following discussion it was agreed that Fiona Rolt would be the CEG representative on the Community Planning Board. Action: Fabio to advise Darren Westmacott, Clerk to the CPB	FV
5.	Community Engagement 2016 Report	Following discussion it was agreed – <ul style="list-style-type: none"> • The proposals as set out by Mark/Bridget were fine • CP Partners and Partnership groups to get list of responses together with guidance from Mark's report, including query on how long it would take for them to respond and request to look at what this has told them about their priorities • CEG to take on the responsibility to respond to response to questions 5&6. • Publish and publicise the community feedback, followed by CP responses as and when ready starting with the press release on our approach to feedback i.e drip feed method, and use all the range of resources to feed these responses back to the communities i.e facebook, twitter etc Action: Fabio to convene short-life working group to progress these actions, as per item 6	FV
6.	Community Engagement & Participation 2017	Following discussion it was agreed that a short life working group be made up of Tracey, Fiona, Don, Fabio, Mark/Bridget and Ian with David and Kate attending as and when possible to update & develop 6 point improvement plan to: <ul style="list-style-type: none"> (i) reflect learning from 2016 (ii) recognise and make best use of available resources (iii) include participatory budgeting 	SLWG
7.	Citizens Panel Contract Renewal	The group were advised that the contract is out in March. CEG were generally agreed in principle to renew the contract but wanted the short life working group to consider it in more detail looking at within the wider context. It was noted that this would have to refer back to CPOG as they hold the budget for it. It was also agreed that if it was renewed then CEG would	SLWG

		control the use of the panel.	
8.	Consultation Lists	<p>(i) Growth Fund Bid</p> <p>This item had been circulated to the group for their information.</p> <p>It was also noted that the following consultations were to be coming up – Tracey advised of engagement exercise with out of hours service at Dr Grays – she just had very minimal information at this time.</p> <p>Kate was having an internal meeting at the end of next week on the Local Police Plans and National Strategic 2026 Plan.</p> <p>David advised that they are in the process of carrying out a review on the Fire and Rescue Plan.</p>	
9.	AOCB	Alastair had posters for a PB event being run by Money for Moray, deadline for any applications is 10 February 2017	
10.	Next Meeting Dates	<p>CEG Development Session – 14 February 2017 9.30 am – 12.30 pm – Training Room 2, Annexe, Council Offices</p> <p>CEG Business Meeting Tuesday 14 March 2017 at 10 am in Rm 1, Council Annexe building</p> <p>It was also agreed that the following changes be made to the list of dates for 2017 –</p> <p>Tuesday 16 May – to be moved to Tuesday 23 May Tuesday 11 July – to be moved to Tuesday 27 June</p>	