

COMMUNITY ENGAGEMENT GROUP MEETING – 27 JUNE 2017

SMALL INKWELL ROOM, ELGIN YOUTH CAFÉ – 9.30 AM

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Alastair Kennedy (Joint Community Council) Anita Milne (MFCHA) David Meldrum (Scottish Fire & Rescue Services) Don Vass (tsiMoray) Fiona Rolt (Area Forums) (Chair) Ian Todd (TMC) Irena Patterson (Moray Disability Forum) Karen Chamberlain (HIE) Steven Christie (Tenants Forum) Tracey Gervaise (MHSCP)</p> <p><u>APOLOGIES</u></p> <p>Anne Lindsay (Moray College UHI) Councillor George Alexander Elaine Logue (Police Scotland) Fabio Villani (CPOG rep) Jaz McDougall John Ferguson (TMC) Kate Stephen (Police Scotland)</p> <p><u>IN ATTENDANCE</u></p> <p>Bridget Mustard, TMC Denise Whitworth, TMC Rhona Gunn, TMC (in respect of Item 4) David Moreton, TMC (in respect of Item 4) Mark Palmer, TMC Jacqui Graham, Minute Taker</p>	
1.	Apologies & welcome	<p>Fiona Rolt welcomed everyone to the meeting and the group did introductions around the table.</p> <p>Gary Templeton, Principal Planning Officer had been due to come to this meeting but was unable to. He will come along to the next meeting on 5 September 2017.</p>	
2.	Previous Minute 23 May 2017	The minute was agreed as an accurate record of the meeting.	

		The minute was then proposed by Alastair Kennedy and seconded by Anita Milne.	
3.	Matters Arising	<p>Fiona raised the question about funding for Citizens' Panel. Bridget advised that this was going to be discussed at the CPOG meeting on Thursday 29 June 2017 and she would then report back to this Group.</p> <p>Fiona had met with Fabio to discuss the role of lead officer and resources required. She will cover this under AOCB.</p> <p>Under Item 4, with regard to the dissemination event to be held on 15 August, a programme for the workshop had been circulated to the Group.</p> <p>It was agreed that invitations will be sent through CEG; Jacqui will extend the booking for the Training Room at Council HQ for the whole day. Fiona is to clarify with Fabio the exact programme for the day, for instance it may be best to have a morning session which would be a more general introduction to VOICE and geared towards partners who are not used to using it, then the afternoon to be a more indepth session.</p> <p>It was also agreed that a lunch should be provided for people who are going to both sessions plus tea/coffee in the morning and afternoon.</p>	
4.	Growth Bid Update	<p>David Moreton handed out a Moray Growth Bid vision document to the Group. Rhona then presented the background, progress between January and June 2017 and actions for the future.</p> <p>She explained that there had been a series of workshops with key stakeholders to discuss the vision for the Bid. An initial draft of the vision had been produced and circulated for comment. The workshop opportunities had been reviewed and an initial long list of projects had been made up. Then project templates had been issued to gather high level information. The vision was then finalised, the project templates reviewed and project scoring criteria was agreed. The projects were scored and an initial shortlist of 14</p>	

		<p>projects approved by Project Board.</p> <p>The next steps are to:-</p> <ul style="list-style-type: none">• Update Moray Council and seek approval to proceed to the next stage.• Hold initial discussions with Scottish and UK Governments to seek viability of projects for business case development.• Identify resources.• Develop outline cases for viable projects.• Also need to have engagement with wider Moray community on the growth deal.• Hold negotiations with Scottish and UK Governments with the aim of agreeing a Heads of Terms document by the end of 2017. <p>The following events are to be held during a consultation period –</p> <ul style="list-style-type: none">• 22 June – meeting with Joint Community Councils, Area Forums and Community Associations• 4 July - Business breakfast with members of Strategic Business Forum, Federation of Small Businesses, Chamber of Commerce, Business Gateway, Scottish Council for Development and Industry.• Two meetings to be held at Moray College with current students.• Meetings to be held with representatives of voluntary sector. <p>An online survey is currently being designed to enable views of Moray residents to be captured. This survey will be available online and in paper format throughout the consultation period and will be available at events. The survey will be promoted through social media</p>	
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5.	Action Plan 2017	<p>Mark explained the 6 main points at 5.1 – 5.6 on the agenda.</p> <p>Although the Group appreciated that a LOIP document needed to be produced as set out by Scottish</p>	

		<p>Government, it would be a high level document that would be of limited interest to individuals in the community. It was felt that consultation with the communities would be critical at a local level when engaging about locality plans. It was agreed that a light touch would be appropriate by circulating the LOIP document for comment/feedback to the CEG.</p> <p>It was noted that the LOIP should contain 2016 and 2017 engagement activity. In relation to Locality Plans Community Engagement to develop these plans should be the main focus for CEG in 2017.</p> <p>It was agreed that the engagement calendar was not being used to its full potential and that it needed to be reiterated to groups to use this tool. It was also agreed for engagement calendar to be a standing item on this agenda. Bridget would also reinforce the use of the calendar at the next CPOG meeting.</p> <p>Planning for Real – Mark advised that no Planning for Real exercises be circulated without approval from the CEG. Mark confirmed that we are not stopping communities from undertaking Planning for Real exercises but it is recognised that resources need to be co-ordinated. It was also noted that some groups have national constraints and statutory requirements particularly if applying for funding. Further it was suggested that it may be a good idea to produce an annual report to capture engagement and CPP activity and how CPP have improved capacity.</p> <p>Further it was agreed that it be reiterated to Partners that they should discuss with CEG on all engagement before and after the event. In relation to this Fiona suggested refining the flowchart which was used before, as it was felt it had been good but had a bit too much information. Fiona and Ian will work on this together.</p>	
6.	CEG Development Session	<p>Fiona advised that the following were discussed at the last development session on 6 June 2017 –</p> <p>Community Learning Development Plan – it had been agreed to investigate Karen Delaney coming along to CEG meetings in future.</p>	

		<p>SBAR report from Tracey Gervaise – It was agreed to support the SBAR and that Tracey will report back to this Group in 6 month’s time. It was agreed the network is not to over shadow the role of CEG and that there should be communication with the partners.</p> <p>Area Forums – Anita presented a report on Area Forums, it was agreed that with a minor amendment at recommendation 5.1 on the last page that the report would be put to the Community Planning Board for approval at their meeting in September.</p>	
7.	AOCB	<p>Role and Membership of Group and Lead Officer</p> <p>Fiona advised that she would look at the role and membership of the Group and would circulate proposals in relation to this.</p> <p>Fiona also advised that she had spoken with Fabio in regard to the Lead Officer role note that it took on average 1 - 1½ days per week of his time. It was stated that even if there was a monetary award to tsiMoray for this it may not be Fabio who would be providing the resource.</p> <p>The meeting noted that CPOG had agreed that they felt the role of Lead Officer be delivered by someone in CPOG and it had been proposed that Denise Whitworth would take this on.</p> <p>It was felt by the group that we would need to be careful that the Council was not taking too big a role. This is to be discussed at the CPOG meeting on Thursday 29 June 2017 and Bridget will report back to this Group.</p> <p>Access Plan</p> <p>Irena advised that an Access Plan would be set up shortly which would be available for people to read/use.</p> <p>NHS Health Scotland Awards</p> <p>Tracey advised that Vintage Teas led, co-ordinated and evaluated by Health and Social Care Moray received two awards at the NHS Health Scotland</p>	

		<p>Annual Event 2017, for Health of the Population and People`s Choice.</p> <p>Thanks</p> <p>Fiona thanked Mark for all his work with the Group and wished him well for the future.</p>	
8.	Next Meeting Dates	<p>CEG Development Session – 15 August 2017 – 9.30 to 12.30 – Training Room 2, Council Annexe</p> <p>CEG Business Meeting - Tuesday 5 September 2017 – 9.30 am, Meeting Room 1, Council Annexe</p>	