

COMMUNITY ENGAGEMENT GROUP MEETING – 5 SEPTEMBER 2017

TRAINING ROOM 1, COUNCIL OFFICES – 9.30 AM

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	Andrea Fuller (substituting for Anita Milne) Anne Lindsay (Moray College UHI) David Meldrum (Scottish Fire & Rescue Service) Fabio Villani (CPOG rep) Fiona Rolt (Area Forums) (Chair) Ian Todd (TMC) Laura Sutherland (MHSCP) (observer) Maggie Miller (substituting for Kate Stephen) Tracey Gervaise (MHSCP)	
	Apologies	Alastair Kennedy (Joint Community Council) Anita Milne (MFCHA) Councillor George Alexander Don Vass (tsiMoray) Elaine Logue (Police Scotland) Irena Patterson (Moray Disability Forum) Jaz McDougall John Ferguson (TMC) Karen Chamberlain (HIE) Kate Stephen (Police Scotland) Steven Christie (Tenants Forum)	
	In Attendance	Bridget Mustard, TMC Denise Whitworth, TMC Emma Gordon (TMC) (in respect of Item 4) Gary Templeton (TMC) (in respect of Item 4) Jacqui Graham, Minute Taker	
1.	Apologies & welcome	Fiona Rolt welcomed everyone to the meeting and the group did introductions around the table.	
2.	Previous Minute 5 2017	The minute was agreed as an accurate record of the meeting. The minute was then proposed by David Meldrum and seconded by Tracey Gervaise.	
3.	Matters Arising	Citizens Panel CPOG at their last meeting have advised that if there is a plan for Citizen Panel to be used they would consider	

		<p>funding.</p> <p>Direct services will be using a series of smaller surveys in place of the Citizens Panel.</p> <p>It was agreed that the Group will review whether the Citizens Panel would be useful as one of the tools that can be used for engagement on the LOIP.</p> <p>Moray Growth Deal</p> <p>There is to be a 3rd sector engagement event on 12 September.</p> <p>Appointment of Lead Officer for CEG</p> <p>The Lead Officer role is to be on a rotational basis starting with Denise Whitworth, Moray Council and will be reviewed after a 6 month period.</p>	
4.	Planning, Local Development and Community Engagement	<p>Gary Introduced the local development planning process</p> <p>He explained that there was a national review of th planning process – there are 4 changes relating to community engagement coming from the review:</p> <ul style="list-style-type: none"> a) Making plans for the future and to align better special planning with community planning; b) Gate Check – statutory requirements re engaging community and a gate check process is being introduced to ensure a check on how we intend to engage is proper and fitting; c) Aligning with locality planning and local place plans to ensure that local development plan reflects aspirations of community in developing place; and d) Involving more people in planning e.g. neighbour notification - would like to involve more people, younger people, link with schools and college and reflect positives that planning brings around housing, green spaces and employment. 	

		<p>Emma provided some detail around the steps that it is proposed are taken to take these issues forward locally. There is a communications plan to set out how engagement will take place. Young people are identified as a key group as well as engaging with other new audiences. Looking to make exhibitions interactive and interesting, working with primary and secondary schools using place standards. Also launched a competition for secondary schools to make short films using place standard. Neighbour notifications will generate interest and it is hoped they will come to exhibitions and engage in a more positive discussion.</p> <p>It was agreed that there is a JCC event on 14 September and it is hoped that the Community Councils will assist in raising the profile and encouraging wider involvement. Also hope to work with Area Forums.</p> <p>Suggestions were invited on how engagement can be enhanced.</p> <p>The Group discussed how the local plan engagement can link with engagement with LOIP. Timescales for local plan are – main issues plan December 2017 then consultation January 2018, proposed plan summer/autumn 2018 and then following remainder of process (including input from CP partners on issues of direct relevance to them) adopt the new plan by March 2020 so there would be time to link with LOIP/locality plan. Current area based work is with Speyside but there is scope to link to the geographical areas emerging from the LOIP locality plans.</p> <p>Emma is to send a copy of the Communications Plan and link to Development Plan to Jacqui so that it can then be circulated to CEG.</p>	
5.	Action Plan 2017	<p>Partners to identify resources they have to offer to support CPP community engagement.</p> <p>Denise advised that it would also be helpful to have a list of major engagements that partners will be involved in so that we can look at how best we can work together.</p>	

		<p>It was noted that there had been a gap in terms of engagement with the Children's Services Inspection. It was agreed that the Group need to develop an engagement, participation and empowerment strategy. A sub-group of Laura, Denise, Fiona, Fabio and Anita is to meet to take forward the development of this strategy. Meantime, principles in flow chart are acceptable for reflection in the LOIP. Ensure emphasis on participation and capacity building.</p> <p>The group agreed to recommend that partners use Voice as a tool to plan, record, evaluate and report community engagement work. It was noted that the tool is free to use and shouldn't add a resource burden for users.</p> <p>Following review of the engagement flowcharts, the Group asked that a process for CEG to be involved in community engagement of partners and also definitions of engagement into the new strategy which the sub group are going to develop.</p> <p>It was agreed to draft an annual report for next meeting that reflects on progress, action plan, major decisions reached by CEG (e.g. national standards, Voice) and looking forward to plans for next 12 months.</p>	
6.	CEG Development Session – Actions to Add to the Action Plan 2017	This was dealt with in item above with regard to use of national standards and Voice.	
7.	AOCB	<p>Fabio identified that tsiMoray are having difficulty resourcing all of their commitments in terms of involvement in various groups, etc.</p> <p>Denise advised that a paper on Community Engagement and Good Common Property from John Ferguson by way of reminder on this consultation.</p> <p>Fabio advised that there is to be #You Choose 2 Frontline Forum to be held on 27 September from 12.30 – 2 at The Gallery, Elgin Library</p>	
8.	Next Meeting Dates	CEG Development Session – 3 October 2017 – 9.30 to 12.30 – Gallery, Elgin Library. Suggested topics	

		<p>were development of the engagement, participation and empowerment plans strategy and engagement around the LOIP/ Locality Plans</p> <p>CEG Business Meeting - Tuesday 7 November 2017 – 9.30 am, Training Room 1, Council Annexe</p>	
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