

THE MORAY COUNCIL

MINUTE OF MEETING OF COMMUNITY ENGAGEMENT STRATEGIC GROUP

THURSDAY 5 NOVEMBER 2009

COUNCIL CHAMBERS, COUNCIL OFFICE, HIGH STREET, ELGIN

PRESENT

Councillor McGillivray (Chairman)	The Moray Council
Councillor Bell	The Moray Council
Councillor Russell	The Moray Council
Carin Schwartz	Moray Area Forum
Elaine Brown	NHS Grampian
Eileen Bush	MVSO
Tom McGarry (substitute for M. Devenney)	Moray College
Jeff Ramshaw (substitute for S. Dow)	Citizens Advice Bureau
Alastair Kennedy	Joint Community Councils
Chief Inspector H. Mackie	Grampian Police
Helen Milnes	Volunteer Centre
Rae Cameron	Grampian Fire & Rescue
Lorna Cresswell (substitute for Wing Commander McCord)	RAF Kinloss

IN ATTENDANCE

Councillors Wright, Divers and Stewart. The Corporate Policy Unit Manager, Community Planning & Development Manager, Miss S Flett, Project Officer and Mrs C. Carswell, Committee Services Officer as Clerk to the meeting.

APOLOGIES

Apologies were received from Councillor J. Hamilton, Mr I. Fraser, HIE Moray, Mr J. Johnston, Moray Chamber of Commerce, Wing Commander Carter, RAF Lossiemouth and Mr A. Keddie, The Moray Council.

1. MINUTE OF COMMUNITY ENGAGEMENT GROUP DATED 13 AUGUST 2009

The minutes were proposed by Ms Milnes and seconded by Mr Kennedy as a true record of the previous meeting.

Mr Kennedy advised that he had not received his set of papers till 4pm on Tuesday 3rd November and that this was not acceptable. He raised the fact that he was sure it was not the clerk's fault and that if there were deadlines for papers then these should be met and any late papers should not be put on

the agenda. Councillor McGillivray advised that he would endeavour to have the agenda out a week before the next meeting.

2. SIMS DEMONSTRATION, PARTICIPATORY BUDGET

The Corporate Policy Unit Manager gave a general background on the Sims demonstration and advised that our project would look at budgets and youth diversionary projects. It would enable groups to decide where the monies could be spent and what the possible consequences could be if monies were spent in some areas and not others. This would build on community engagement and allow engagement with community groups and the Youth Council. The Youth Council had agreed in principal to working on this and taking projects forward and this would require a lot of commitment from them.

Mr R Ramsay, Research & Information Officer, provided a demonstration of the Sims City software. Mr Jones, PPR & Communications Officer gave a demonstration of another Council's more basic model.

Mrs Mustard advised that our project uses web based technology and the aim was to get assistance from community planning partners to develop the technology with suggestions from community groups on how it could be improved. She further advised that once it was developed it would open up the possibility of enabling wider use from the Community Planning website.

3.(a) MINUTE OF SPECIAL MEETING OF COMMUNITY ENGAGEMENT GROUP DATED 9 OCTOBER 2009

The Minute of the Special Meeting of Community Engagement Group dated 9 October 2009 was submitted and approved.

Councillor McGillivray advised that following Full Council on 4 November there would be a budget consultation which would be issued to the citizens panel, community councils, area forums, MVSO, community associations, equalities forum, community planning partners, parent councils, village halls via MVSO. There were also provisional dates set for surgeries at Elgin Town Hall on 11 November, Lhanbryde Challenge on 3 December, Fleming Hall, Speyside on 23 November, Buckie High School on 2 December and Forres Community Centre on 17 November or 1 December but these dates may change.

Mrs Brown sought clarification regarding whether the PPF would be consulted as she has raised it at the meeting on 9 October. Mrs Mustard and Councillor McGillivray confirmed that the PPF would not be consulted directly.

Following concerns from Mr Kennedy and Mrs Bush regarding the impact on workload for community groups, the Community Planning & Development Manager advised that it had been agreed to use forums already established and that the surgeries would also gather views. However, the community

support unit could provide support if required when collating responses. This was agreed.

3. (b) STRATEGIC ASSESSMENTS

There was submitted a report by the Corporate Policy Unit Manager asking the Group to note the development and use of strategic assessments within the community planning partnership.

The Corporate Policy Unit Manager advised that at the Community Planning Board strategic assessments had been developed to identify trends/weaknesses and this was a huge process to be undertaken. There would be a lot of information to be fed in, in order to get a balanced view and time was required to be spent on each theme. Updates would be reported in future.

Following consideration, the Group agreed to note the development and use of strategic assessment within the community planning partnership.

3 (c) COMMUNITY PLANNING WEBSITE CONTENT MANAGEMENT GUIDANCE AND CONTENT PROVIDERS

There was submitted a report by the Corporate Policy Unit Manager updating members of the Community Engagement Group on the status of the Community Planning website.

The Corporate Policy Unit Manager advised that old information had been taken out where possible. In response to concerns that some of the information was still on the site, Mrs Mustard asked if any such improvements could be highlighted to Ms Flett. Further development for the site includes using a theme to give information on particular areas to help generate interest in the site. In relation to e-bulletins the aim was to have shorter items of information but with a quicker turnaround.

Councillor Russell suggested that there could be a link on Your Moray website to the budget consultation document and the Corporate Policy Unit Manager advised that this had not been agreed by Full Council. Councillor McGillivray agreed to investigate as to whether a link would be feasible to the consultation document.

Councillor Russell also raised concerns with the delay in posting minutes on the website and the Corporate Policy Unit Manager advised that the Committee Services section do not want to post draft minutes on the website as the wrong information could be out in a public domain. She advised that she would look at this under governance.

Following consideration, the Group agreed to note the progress of the Community Planning Website and agree to the website being reported to strategic groups as required, not as a standing item.

3 (d) SCOTTISH INDEX OF MULTIPLE DEPRIVATION - NAMING DATA ZONES AND INTERMEDIATE GEOGRAPHIES

There was submitted a report by the Corporate Policy Unit Manager informing the Community Engagement Group of the proposal to agree locally relevant names for data zones and intermediate geographies within Moray.

Councillor Bell suggested that the document should go out as it is and see what the public reaction is. He also suggested that a cost effective method would be to put the maps on the Council website. The Corporate Policy Unit Manager advised that they were working with officers to arrange for the maps to go on the website.

Following consideration, the Group agreed:-

- (i) to name data zones and intermediate geographies in Moray to make SIMD results and small area statistics more user-friendly; and
- (ii) to use names as suggested by officers and to not consult on the names.

3.(e) PRESENTATION BY MORAY FIRTH RADIO – DANNY GALLACHER

Mr Gallacher, Managing Director at Moray Firth Radio gave a presentation on the role, which the radio station could have with the partners. He advised that there are 116,000 listeners tune in each week and if there was urgent local news then they would be happy to break into their programmes to announce the same. Last year there were 44,000 hits on their website within 25 minutes of the bad weather as they were the only radio station to advise of school closures.

Chief Inspector Mackie advised that with Moray Firth Radio's help there could be improved consultation with hard to reach groups, those not aligned to recognised groups, as they could publicise how to access consultation.

Mr Kennedy advised that advertisement of local group meetings would be useful and Mr Gallacher confirmed that they could advertise the meetings four times a day and this would be free of charge. The events could also be posted on their website.

Councillor McGillivray thanked Mr Gallacher for his presentation.

4. (a) GRAMPIAN FIRE AND RESCUE SERVICE CONSULTATION AND ENGAGEMENT POLICY AND PROCEDURE

There was submitted a report by Rae Cameron, Grampian Fire and Rescue Services inviting the Group to provide comment and feedback on the proposed policy and procedure to be adopted by Grampian Fire and Rescue.

Mr Cameron advised that this was a public consultation and they have tried to formalise the process as it was felt that partners feedback was important and he would be happy to receive any responses to the same.

Mr Kennedy noted that there was an engagement toolkit, which could be something that this group could use and Councillor McGillivray advised that Community Planning were working towards a united toolkit which all partners could use in the future.

Following consideration the Group agreed to review the document and provide feedback to the Grampian Fire & Rescue Services Business Support Manager.

4 (b) COMMUNITY SUPPORT UNIT

There was submitted a report by the Community Planning and Development Manager seeking to update members of the Community Engagement Group on the progress of the Community Support Unit.

The Community Planning & Development Manager advised that the community support unit would be used as an enabling role, giving advice so that community groups would take their project forward. In future demands may require to be prioritised.

Ms Bush asked that when priority setting takes place, could this be done in conjunction with other forums who support community groups as they could help in filling gaps. The Community Planning & Development Manager advised that they would be happy to work with the voluntary sector and other partners to look at the best placed organisation who could share work. This would also help with efficiency in terms of duplication of work. The Community Support Manager advised that they aim to develop a support agreement which would include partners in the voluntary sector by utilising their skills and this would be reported to a future meeting.

Following consideration, the Group agreed to note the progress of the Moray Council Community Support Unit.

4. (c) BETTER COMMUNITY ENGAGEMENT DEMONSTRATION PILOT

There was submitted a report by the Community Planning and Development Manager seeking to update members of the Community Engagement Group on the current development of the Better Community Engagement Demonstration Project.

Councillor McGillivray advised that they were currently looking for pilot projects for instance in Grampian Police as they were doing a lot of good work thereby getting best practice across the board. Chief Inspector Mackie advised that he would be supportive of this as it would be useful.

Following consideration, the group agreed to note the progress of the project and acknowledge the commitment by community representatives on the group.

4. (d) PROPOSED COMMUNITY ENGAGEMENT FRAMEWORK AND COMMUNITY ENGAGEMENT GROUP SURVEY

There was submitted a report by the Community Planning and Development Manager asking the Community Engagement Group to consider the Community Engagement Framework and an initial evaluation report in relation to the Moray Community Planning Partnership (MCP).

Chief Inspector Mackie felt that it was important to reflect agencies who do have a community engagement toolkit but that these could be fed into and used by the partnership to develop a framework which would be used by either a single agency or partnership.

Following consideration, the Group agreed to:-

- (i) note a draft framework for community engagement and consider its use for implementation across the partnership; and
- (ii) consider recommendations from the survey which would assist in meeting the best practice model outlined in the draft framework for community engagement model.

4. (e) COMMUNITY ENGAGEMENT IMPLEMENTATION GROUP - ACTION PLAN

There was submitted a report by the Corporate Policy Unit Manager inviting the Group to note the current progress in relation to the Community Engagement Implementation Group Action Plan and agree a way forward.

The Corporate Policy Unit Manager advised that some areas have been addressed whereas others have not and in the future a similar type of group might be required but with a different remit.

Mr Kennedy felt that a group should be set up to look at the Community Engagement Framework and Community Engagement Group Survey. Ms Bush suggested that short life working groups be set up for as and when required.

The Corporate Policy Unit Manager advised that there was an opportunity for a short life working group to develop the framework and it was agreed that Mr Kennedy, Mrs Bush, Ms Schwartz were happy to sit on the same.

Following consideration, the Group agreed:-

- (i) to note the current progress in relation to the community engagement implementation group action plan;

- (ii) that the action plan was no longer required;
- (iii) that the Community Engagement Implementation Group be disbanded but that short life working groups be set up as and when required;
- (iv) that any actions requiring development be identified by this group; and
- (v) that a short life working group be set up to look at the Community Engagement Framework.

4. (f) CUSTOMER SERVICE QUESTION BANK - NATIONAL DEVELOPMENT

There was submitted a report by the Corporate Policy Unit Manager asking the Community Engagement Group to note the national development in relation to the customer service question bank and the Council's intention of making use of this question bank in future.

Following consideration, the Group agreed to note the national development in relation to customer service question bank and the Council's intention of making use of this question bank in future.

5. (a) COMMUNITY CAPACITY BUILDING TRAINING CALENDAR

There was submitted a report by the Corporate Policy Unit Manager asking the Group to suggest any groups, individuals or organisations to whom the training calendar may be of interest.

The Community Planning & Development Manager advised that the Community Learning Development Team had developed the training courses along with other organisations for training for partners. These courses were also advertised on the website. The Corporate Policy Unit Manager advised that if further copies of the training programme were required, partners should contact Ms Flett.

Following consideration, the Group agreed to note the report.

6 (a) GREENER STRATEGIC GROUP CONSULTATIONS

There was submitted a report by the Corporate Policy Unit Manager updating the Community Engagement Group on the consultations and seminar outcomes falling within the Greener Strategic Group remit.

The Corporate Policy Unit Manager advised that Councillor Russell was now the Chair of the Greener Group. She also advised that she would be working with Chairs of Strategic Groups to concentrate on the type of reports which they wished brought forward to Community Engagement.

Following consideration, the Group noted:-

- (i) the consultations currently being undertaken by the Greener Strategic Group; and
- (ii) the outcome of the Green Business Seminar.

6. (b) SAFER AND STRONGER STRATEGIC GROUP CONSULTATIONS

There was submitted a report by the Chair of Safer and Stronger Group, Councillor McGillivray, updating the Community Engagement Group on the consultations and survey outcomes falling within the Safer and Stronger Strategic Group remit.

Following consideration the Group agreed to note:-

- (i) the consultations being undertaken by the Safer & Stronger Strategic Group; and
- (ii) the satisfaction of customers using the Antisocial Behaviour and Community Warden services.

7. ITEMS FOR NOTING

Following consideration, the Group agreed to note the Action Sheets from the Community Planning Board and Theme Groups.

8. ANY OTHER COMPETENT BUSINESS

Mr Cameron advised that if there were set deadlines for papers to be issued then these should be adhered to. Mrs Brown concurred what had previously been said as there were a lot of papers to be read in such a tight timescale and if the venue was changed this should also be highlighted. Councillor McGillivray advised that they would try to have papers out at least a week before the next meeting.

9. DATE OF NEXT MEETING

The next meeting would be held on 18 February 2010 with the venue to be arranged.