

**THE MORAY COUNCIL**  
**MINUTE OF MEETING OF COMMUNITY ENGAGEMENT STRATEGIC**  
**GROUP**

**THURSDAY 16 OCTOBER 2008**

**COUNCIL OFFICE, ELGIN**

**PRESENT**

Councillor McGillivray (Chairman)	The Moray Council
Councillor Hamilton	The Moray Council
Councillor Murdoch	The Moray Council
Councillor Russell	The Moray Council
Eileen Bush	MVSO
Elaine Brown	NHS
Anne Lindsay	Moray College
Sandra Dow	Citizens Advice Bureau (CAB)
David Reid	HIE Moray
Alastair Kennedy	Joint Community Council
Chief Inspector Mackie	Grampian Police
Wing Commander McCord	RAF Kinloss
Wing Commander Carter	RAF Lossiemouth

**IN ATTENDANCE**

Community Planning & Development Manager, the Principal Committee Services Officer and Mrs C Carswell, Committee Services Officer as Clerk to the meeting.

**ALSO PRESENT**

Councillor A Wright, The Moray Council

**ALSO IN ATTENDANCE**

The Community Development Manager (Operations), The Moray Council, Tricia McLean, Community Development Officer (Operations), Grampian Police and Sarah Riley-Evans, Community Development Officer, RAF Lossiemouth.

**APOLOGIES**

Apologies for absence were intimated on behalf of Councillor Bell, Eddie Brewster, Moray Area Forum, Jim Johnston, Moray Chamber of Commerce, Mark McLelland-Jones, Volunteer Centre and Mr Thewliss, Grampian Fire & Rescue

## **1. MINUTE OF LAST MEETING**

The Minute of the Meeting of the Community Engagement Group dated 3 July 2008 was submitted and noted.

Under reference to paragraph 2 of the Minute the Meeting noted that both the RAF and Grampian Police had submitted copies of their respective engagement/communication strategies and that the NHS strategy was about to be completed.

Under reference to paragraph 3 of the Minute, the Community Planning and Development Manager, The Moray Council, advised the meeting that Moray Equality Forum had not yet met but hoped to meet in the next month and that a report would be brought back to the next meeting regarding the action plan and timescales.

Under reference to paragraph 5 of the Minute, the Chairman advised that the Moray Compact would require to be amended in light of the decision taken by The Moray Council not to proceed with the proposed formation of area committees at this time.

## **2. ROLES AND REMITS OF COMMUNITY PLANNING GROUPS**

There was submitted and noted a report by the Community Planning and Development Manager, The Moray Council providing details of the roles and remits of the other Community Planning Theme Groups.

## **3. ROLE AND REMIT OF THE COMMUNITY ENGAGEMENT GROUP**

There was submitted a report by the Community Planning and Development Manager, The Moray Council inviting the Meeting to consider the role and remit for the Community Engagement Group.

Prior to discussing the report, the Chairman thanked HIE Moray for providing the venue for the training seminar held on 9 October 2008, which he was of the opinion had been a worthwhile day although he had been disappointed in the turnout.

In response, Councillor Hamilton advised that the seminar had unfortunately been scheduled on the same date as the Licensing Board and stated that there was a need to ensure checking of Members' diaries in future.

Thereafter, following discussion on the role and remit it was agreed:-

- (i) that with regard to the Remit:-
  - (a) under bullet point four the word "advise" should be amended to read "promoting";

- (b) under bullet point six that the words “if necessary” be removed, and
- (c) under bullet point fifteen the words “maintain and” be replaced with “continually”.

Following further discussion, it was agreed that an Action Plan Co-ordinating Group be set up to formulate an action plan for the Community Engagement Strategic Group comprising of Councillor McGillivray, John Ferguson, Tricia McLean Community Development Officer (Operations), Grampian Police, Elaine Brown, NHS, Eileen Bush, MVSO, Councillor Russell and Alastair Kennedy, Joint Community Councils. It was further agreed that the Co-ordinating Group contact the area forums advising them of the role and remit of the Community Engagement Strategic Group and its purpose and to seek information from them as to what they consider their priorities are.

#### **4. E-PETITIONING**

There was submitted a report by the Corporate Policy Unit Manager, the Moray Council advising the Group of a web-based system of consulting and engaging with the public.

Peter Jones, PPR & Communications Officer, The Moray Council, gave a presentation to the meeting on e-petitioning which included a live demonstration of the system, following which he answered questions from the Group.

Following consideration it was agreed to incorporate the investigation of the use of e-petitioning in the future within the action plan.

#### **5. COMMUNITY PLANNING WEBSITE**

There was submitted a report by the Corporate Policy Unit Manager inviting the Group to approve the revisions made to the Community Planning website in light of the Single Outcome Agreement and the recent changes to Community Planning Structures.

Lisa Sutherland, ICT Officer gave a presentation on the community planning website and responded to questions from the Group.

During discussion, the issue of the title ‘Area Forums’ was discussed and the Community Planning & Development Manager advised the meeting that this title had been agreed as the most acceptable by the Forums for the website and in response to the need to take account of other ‘forums’ e.g. ‘tenants forums etc, agreed that there was a need to look at expanding the site to include these.

Following further discussion, Councillor Murdoch stated that she was of the opinion that other ways of communicating with communities required to be

investigated and in response Eileen Bush, MVSO stated that other ways of engaging with communities could be looked at through the action plan.

The Chairman advised that should Members of the Board have any issues which they wished to address in regard to the community planning website that they should contact the Community Planning & Development Manager.

Thereafter the Group agreed to:

- (i) approve the revisions made to the Community Planning website in the light of the Single Outcome Agreement and the recent changes to Community Planning structures;
- (ii) note that the changes are part of an evolving process as the new structure becomes established; and
- (iii) provide feedback on the revised site, including possible future improvements to the lay-out, content etc. through the Community Planning & Development Manager, The Moray Council.

## **6. CITIZENS' PANEL PROGRAMME EVALUATION 2005-08**

There was submitted a report by the Community Planning & Development Manager providing the Group with an evaluation of the first Citizens' Panel contract in order that a decision can be taken with regard to how the Panel would be taken forward.

During Discussion, Sandra Dow, CAB stated that she was of the opinion that the citizens panel was a valuable tool but may not be the best way of engaging with the community and suggested that it be looked at by the group formulating the action plan.

Councillor Hamilton referred to the previous report regarding e-petitioning and asked whether there was a need to consider an 'either or' approach in respect of using the Citizens Panel or e-petitioning in future and agreed that this would need to be looked at as part of the action plan.

In response, The Community Planning & Development Manager, advised that it was important to investigate the use of the Citizens Panel and in particular it would be useful to look at how it was used and whether it could be used as part of a 'menu' of tools for engaging the public.

On the invitation of the Chairman, Councillor Wright, The Moray Council addressed the meeting and stated that this was an important issue for the Community Planning Board and if it were continued, then the funding would have to come from the community planning budget. He further stated that he was of the opinion that if the community planning website could be made more interactive, it could exceed the need for e-petitioning, and that the Board were seeking direction from this group in regard to the future of the Citizens Panel.

Following discussion it was agreed that consideration of this matter be referred to the Action Plan Co-ordinating Group and the outcome to be reported back to the Group.

## **7. CITIZENS' PANEL SURVEY PROGRAMME 2008-09**

There was submitted a report by the Community Planning & Development Manager asking the Group to determine the subject matter of the two surveys that could potentially be carried out before 31 March 2009.

Following discussion it was agreed that no further use of the citizen's panel be undertaken until the Action Plan Co-ordinating Group have completed the review.

## **8. COMMUNITY ENGAGEMENT PRACTICE AND PROCEDURES**

There was submitted a report by the Corporate Policy Unit Manager inviting the Group to note practice and procedures in place in other Community Planning Partnerships to address the issue of community engagement.

The Community Planning & Development Manager advised that other Community Planning Partnerships in other areas were at a similar stage as Moray and are in the process of developing their capacity to undertake community engagement and were reluctant at this time to flag up what they are doing as best practice.

Tricia McLean, Community Development Officer (Operations), Grampian Police advised that she attended the Aberdeenshire Council group and in her opinion Moray seem to be one step ahead but that Aberdeenshire were going in the same direction.

Following consideration the Group noted the report on how other Community Planning Partnerships address the issue of community engagement and agreed to continue to keep in contact and build relationships with other Community Planning Partnerships across Scotland and to seek out examples of best practice within the field of community engagement as they are developed.

## **9. DATE OF NEXT MEETING**

Councillor Hamilton stated that he was of the opinion that the committee room was not an ideal venue for the meeting and in response the Chairman advised that he would look into this for the next meeting.

Thereafter it was agreed that the next meeting would be held on the 22<sup>nd</sup> January 2009 in the Council Chambers.