

COMMUNITY ENGAGEMENT GROUP MEETING – 23 MAY 2017

ITEM NO	TITLE OF REPORT	DECISION	ACTION BY
	Present	<p>Alastair Kennedy (Joint Community Council), Anita Milne (MFCHA), Don Vass (tsiMoray), Fabio Villani (CPOG rep) Lead Officer, Fiona Rolt (Area Forums) (Chair), Ian Todd (TMC), Irena Patterson (Moray Disability Forum), Karen Chamberlain (HIE) and Tracey Gervaise (MHSCP).</p> <p><u>APOLOGIES</u> Apologies were received from, Anne Lindsay (Moray College UHI), David Meldrum (Scottish Fire & Rescue Services, Jaz McDougall, John Ferguson (TMC) Kate Stephen (Police Scotland), and Steven Christie (Tenants Forum)</p> <p><u>IN ATTENDANCE</u> Angela Theobald, TMC, as observer Bridget Mustard, TMC Denise Whitworth, TMC Jess Barbier-Marsden, TMC Mark Palmer, TMC Jacqui Graham, Minute Taker</p>	
1.	Apologies & welcome	<p>Fiona Rolt welcomed everyone to the meeting and introduced Karen Chamberlain from HIE. 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 27 June, 2017.</p>	
2.	Previous Minute 14 March 2017	<p>With the following minor amendments the minute was agreed as an accurate record of the previous meeting.</p> <p>On page 2 Item (ii) Citizens Panel reword to read "...it was agreed to make a recommendation to CPOG to continue with Citizen Panel subject to available funding."</p> <p>Also under matters arising add (iii) SBAR Community Engagement and Participation Network – Tracey agreed to defer this to the development session on 6 June 2017.</p>	

		The minute was then proposed by Irena Patterson and seconded by Don Vass.	
3.	Matters Arising	Fiona asked if the funding for the Citizens Panel had been agreed by CPOG. Bridget is to check with CPOG on this matter and then come back to this group.	
4.	Community Engagement & Participation 2017	<p>Following discussion and Fabio giving an update on the key points it was agreed that –</p> <p>(i) Fiona and Fabio will meet to discuss Lead Officer support and time commitment for CEG. Fiona will raise her concerns about how the Lead Officer role will be provided.</p> <p>(ii) Fabio will circulate the Aberdeen City CPP Engagement document for information.</p>	
		<p>Following discussion it was agreed that Fabio would go back to Dave Allan from SCDC to see if we could arrange the following –</p> <ol style="list-style-type: none"> 1. Dissemination event with the theme to be community engagement in community planning 2. Half day training event for CEG on 15 August 2017 3. Training for other partners on use of VOiCE – more indepth training i.e training the trainers. <p>Bridget to report to CPOG to ask about funding for these events.</p> <p>It was also agreed to look at inviting colleagues from Highland and Aberdeenshire to the dissemination event.</p>	
5.	Community Engagement in the LOIP – Moray 2027	<p>At this meeting it was agreed that we would arrange to capture the engagement undertaken in 2016 and planned for 2017. This information would inform the engagement activity for the development of the LOIP. Bridget circulated an email on 2 May outlining the preparation needed to prepare for the discussion.</p> <p>Unfortunately due to limited attendance of partners at this meeting the arranged activity to capture the engagement could not take place. Given this it was</p>	

		<p>agreed to ask partners to complete this information over the next two weeks.</p> <p>Bridget circulated around the group two tables to enable the partners to capture and evaluate their engagement activity. The tables are based on National Standards for Community Engagement,</p> <p>The information captured on the tables will be used to inform the engagement section within the LOIP as well as assist the CEG to plan engagement for 2017.</p> <p>It was agreed that completed tables be returned to Bridget by Monday 12 June.</p> <p>Bridget will report to the Community Planning Board development day on engagement evidence.</p> <p>Rough engagement plan for LOIP and Locality Plan is:-</p> <ul style="list-style-type: none"> - LOIP – Action Plans supporting priorities will be main focus of engaging with communities - LOIP – draft document will be circulated for consultation similar to ICS Plan. - Locality Plans – areas which may benefit from a Locality Plan will be identified at the CP development day. CEG will then look at using Place Standard within these localities to gauge whether the public agree with the need to improve their area and whether the community would want to engage with those improvements through the development of a Locality Plan. <p>Karen Chamberlain left the meeting at this point.</p>	
6.	Engagement Calendar	<p>Planning and Development for Local Development Plan – Gary Templeton to come to next meeting on 27 June</p> <p>tsiMoray Event</p> <p>Health and Social Care Moray Engagement Locality – event in Forres on 8 June</p> <p>Moray Transport Forum Steering Group – annual Seminar end of September</p>	

		Members asked if it would be possible to see some slides of what the calender is looking like and for this to be facilitated at the next meeting on 27 June.	
7.	AOCB	<p>Alastair asked if the minutes for the Working Group had been circulated for approval or just for information, it was clarified that these were just for information.</p> <p>Fabio reiterated that although he would no longer be Lead Officer he would be more than willing to stay on as a member of the CEG and it was agreed that as a valued member of the Group he should continue to be a member.</p> <p>In relation to the LOIP, it was suggested that it continue to be referred to as the “10 Year Plan” rather than LOIP. Bridget will raise this with CPOG and CP Board.</p>	
8.	Next Meeting Dates	<p>CEG Development Session – 6 June 2017 – 9.30 to 12.30 – Gallery, Elgin Library</p> <p>Anita Milne and Irena Patterson submitted their apologies for this meeting. Fabio confirmed that he had asked Karen Delaney to come along.</p> <p>CP Day - 23 June, 2017 – 9.30 am – 4.30 pm approximately – Supper Room, Elgin Town Hall</p> <p>All CEG, CPOG and Community Planning Board members had been invited to this day along with all the Elected Members.</p> <p>CEG Business Meeting - Tuesday 27 June 2017 – 9.30 am, Inkwel Small Room, Elgin Youth Cafe</p>	