



Community Planning Aberdeen

Community Engagement Group

Monday 18th September 2017

Present:-

Jonathan Aitken Smith, Chairperson, Aberdeen Civic Forum (JA)
Jo Bell, Director, Sport Aberdeen (JB)
Linda Buchanan, Life Long Learning Manager, Aberdeen City Council (LB)
Neil Carnegie, Communities and Housing, Aberdeen City Council (NC)
Jason Carrigan, Partnership Inspector, Police Scotland (JC)
Linda Clark, Team Manager, Communities Partnerships, Aberdeen City Council (LC)
Joyce Duncan, Chief Executive, Acvo (JD)
Sandra Howard, Qualities Manager, Aberdeen City Council (SH)
Denise Kazmierczak, Public Health Practitioner – Advanced, NHS Grampian (DK)
Chris Littlejohn, interim Deputy Director of Public Health, NHS Grampian (Chair) (CL)
Elisabeth Manners, Community Planning Development Officer, Aberdeen City Council (EMa)
Anne McAteer, Research Officer, Aberdeen City Council (AM)
Elaine McConnachie, Public Health Co-ordinator, NHS Grampian (EMc)
Nicola Torrance, Senior Research Officer, Aberdeen City Council (NT)
Gail Woodcock, Aberdeen City Health and Social Care Partnership (GW)

Also Present:-

Claire Hutcheon, Secretary/Administrator, NHS Grampian (CH)

Apologies:-

Imran Arain, HPHS and Public Mental Health Lead, NHS Grampian (IA)
Kay Diack, Locality Manager, Aberdeen City Council (KD)
Michelle Cochlan, Community Planning Manager, Aberdeen City Council (MC)
Jane Russell, Acvo (JR)
Linda Smith, Public Health Lead, NHS Grampian (LS)

Topic	Discussion/Decision	Action By
1. Welcome and Apologies	CL welcomed everyone to the meeting; introductions were made.	
2. Previous minute	The minute taken from the 19 th of June 2017 was accepted as accurate with an amendment to be made on page 1 Gail Woodcock, Aberdeen City Health and Social Care Partnership.	
3. Matters Arising	<p><u>Role and Remit</u> CL reviewed the updated role and remit including the agreed amendments from the previous meeting. The group were all in agreement with the current wording of the role and remit.</p> <p><u>Coordination of Participation Requests</u> CL confirmed himself and IA has been in conversations with Louise Ballantyne part of Corporate Communications for NHS Grampian. Louise has supported CL with writing a policy for how NHS Grampian will respond to Participation Request.</p> <p>CL advised the Public Involvement team have been contacting organisations across Grampian to understand their processes for participation requests. A confirmed list of contacts including named contacts was created from the information provided. The team are currently in the process of confirming generic contacts from the organisations to allow for the information to be shared to the public.</p>	
4. Delivery Plan	<p><u>Easy read locality plans</u> CL reviewed the Northfield easy read locality plan including a separate appendix which was circulated to the group prior to the meeting. Positive feedback has been received from both the Management Group and the Board. The Partnership is due to discuss the Northfield easy read locality plan at their next meeting.</p> <p>CL confirmed work is ongoing with the Torry easy read locality plan and is due to be completed mid October. Seaton, Woodside and Tillydrone easy read locality plans are due to be completed for December.</p> <p>CL to circulate to the group the easy read Community Justice plan for review.</p>	CL

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	<p><u>Engagement, Participation & Empowerment Strategy – Communications Plan</u> DK advised IA had been tasked to establish a short life working group and is looking for 2 more volunteers to join the group.</p> <p>The group to provide Imran with 2 more volunteers to join the short life working group.</p> <p><u>City Voice Review</u> NT confirmed the project group had met and agreed in principle the changes to be made. The draft has comments to be made before it can be shared to the group. The proposal is to have one City wide survey for the year the localities will be responsible to do their own surveys. The survey will be in line with LOIP outcomes. NT advised volunteers will be required to sign off the final City wide survey. NT confirmed a draft of the City wide survey will go to the Community Planning Management group for the 19th of October.</p> <p>NT advised the contract for data analysis is coming to an end and will now be completed by City Voice which will allow for more flexibility and quicker for results to be put disseminated.</p>	ALL
5. Project Charter	<p>CL proposed to work alongside the 3 locality partnerships and 5 outcome improvement groups to provide support with coproduction for their plans through the CEG. CL suggested asking one of the groups to identify an element of their plan which they feel like they're not coproducing to take forward to the CEG to help provide support using resources available to co produce.</p> <p>The group agreed an improvement measure would be to increase coproduction across community planning partnership groups while recognising what coproduction means to those groups which can be measured through the place standard tool.</p> <p>CL to create a proposal for the CEG and circulate for approval a form of words to go out to each of the 8 community planning groups asking what the CEG require of them.</p>	CL

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6. Community Learning and Development	<p>LC and LB discussed the priorities from the Community Learning and Development plan interim review 2017 circulated prior to the meeting.</p> <p>LC advised they are taking the plan to new partnership forums, hoping to meet with internal partners and looking for the support of the CEG to provide advice when required.</p>	
7. Place Standard	<p>GW provided an overview of the place standard tool. GW requested for the group to endorse and provide improvements with what has been developed.</p> <p>CL proposed for the group to provide feedback to GW by 25th of September.</p>	ALL
8. Participatory Budgeting	<p>NC advised they had been unsuccessful with their bid for community choice fund. JA confirmed they had been unsuccessful with the community bids as well.</p>	
9. For Information	<p>CL advised papers had been circulated prior to the meeting for review and confirmed Scottish Community Development Centre are offering to continue their support to Aberdeen City community planning partnership for the rest of the financial year.</p>	
10. AOCB	<p>JA highlighted how documents including confidential information are being handled and proposed using an appendix for confidential information as per the old module. CL suggested monitoring how confidential documents are being handled and to raise any concerns. JA noted papers including confidential information to be highlighted with a reason why they are confidential when being made available on the website.</p>	
11. Date of Next Meeting	<p>Monday 4th of December 2017, Conference Room, Summerfield</p>	