



Community Planning Aberdeen

Community Engagement Group

Monday 19th June 2017

Present:-

Jonathan Aitken Smith, Chairperson, Aberdeen Civic Forum (JA)
Imran Arain, HPHS and Public Mental Health Lead, NHS Grampian (IA)
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)
Annina Cavelti Kee, Research Officer, Aberdeen City Council (AC)
Linda Clark, Team Manager, Communities Partnerships, Aberdeen City Council (LC)
Joyce Duncan, Chief Executive, Acvo (JD)
Sandra Howard, Qualities Manager, Aberdeen City Council (SH)
Chris Littlejohn, interim Deputy Director of Public Health, NHS Grampian (Chair) (CL)
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:-

Jo Bell, Director, Sport Aberdeen (JB)
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. Matter Arising	<p>The minute taken from the 31st of March 2017 meeting was accepted as accurate.</p> <p><u>Role and Remit of the group</u> CL reviewed the role and remit of the group as per circulated paper. The group were all in agreement of the role of the group.</p> <p>The group highlighted changes required to the remit:</p> <ul style="list-style-type: none"> • Bullet point two - wording to be reconsidered regarding the implementation of the strategy. • Bullet point five – remove “for example volunteering, recruitment and training” <p><u>Additional Membership</u> CL advised he had spoken with Sandy Kelman from the ADP he confirmed they would like to be kept informed but declined a seat on the group. CL confirmed the Digital City Group had been invited to take a seat but so far had not identified a representative.</p> <p><u>Community Council Forum Presentation</u> CL advised the CEG that he had attended the Community Council Forum on Monday 05 June 2017 to discuss the engagement, participation and empowerment strategy. There was frustration voiced about perceived obstacles and challenges to genuine engagement and participation with community planning in the past. It was hoped that the Strategy would increase participation in the future.</p>	
3. Draft Delivery Plan and Timescales	<p><u>Coordination of Participation Requests</u> CL advised NHS participation requests are being processed through the patient involvement team. They are currently in the process of tracking down points of contact across a range of organisations. CL to share their findings with the group once completed.</p> <p>IA to liaise with Louise Ballantyne, NHSG Public Involvement and Feedback Manager..</p>	IA

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	<p><u>Implementation of The Engagement, Participation and Empowerment Strategy</u> CL reviewed the draft delivery plan as per circulated paper.</p> <p>CL proposed for a small working group to be put together to discuss; communications and content requirements. CL advised Leah Dawson from Public Health had been involved last year looking into requirements from a communications and marketing prospective. CL suggested for IA to put together the small working group and for the content to be developed by the next meeting due on the 18th of September 2017.</p> <p>IA to contact CEG members to identify communication attendees for the small working group.</p> <p>CL suggested the small working group could take forward the work for the toolbox, identifying what is go into it, what it will look like and what are the resources available collectively for capacity building.</p> <p>The group were in agreement for the small working group to take forward;</p> <ol style="list-style-type: none"> 1. Development of communication materials 2. How to support capacity building out in the community 3. What the Toolbox will look like for community planning reaching out and for communities reaching in 4. Developing an improvement aim and measuring indicator 5. Training 6. Guidance for Participation and Asset Transfer requests <p>NC advised the group the government have announced a second round of participatory budget funding. NC confirmed there is £1.5 million available; half is available for Public Authorities and the other half for Community Organisations and Community Councils.</p> <p>NC to circulate a link for further information regarding the participatory budget funding.</p>	<p>IA</p> <p>NC</p>
4. Public-Facing ('easy read') Locality Plan	IA advised the group he has been working on two tier plans a public facing plan which is very brief and a professional plan including additional elements of	

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	effectiveness. IA confirmed he will be testing the public facing plan. CL suggested for IA to circulate the visual version of the easy read Locality Plan to the CEG members. IA to state a date for feedback to be returned. IA to circulate the first draft of the easy read Locality Plan to the CEG members by the 30th June 2017 for comment.	IA
5. Community Learning and Development Plans	LC and LB confirmed they would like to keep this as a standing item on the agenda. LC confirmed an interim review of their CLD plan had taken place. The CLD plan is now available for review. LC to provide CH a copy of the CLD plan to circulate to the CEG members for information. LB advised the group the new partnership forums are all working on developing their plans for each area. LB confirmed the plans will be presented to the CEG once developed, along with listed highlights of what is coming out of the group.	LC/CH
6. Voice Tool and Place Standard	CL discussed the view of the group to take forward the place standard and the coordination of work. NT confirmed an abbreviated version of the place standard tool had been sent out through city voice for review. CL proposed to develop the place standard tool as a separate action; to agree on a standardised way to use the tool across organisations, to get an understanding of who will be using it and agree on a timescale. GW agreed to take the action forward. GW to organise a meeting with CEG members to take forward the place standard tool. CEG members to contact GW to confirm they would like to be part of the meeting. CL discussed the view of the group of the voice tool and proposed for the voice tool to be part of the tool box.	GW ALL
7. Reporting Requirements and Timetable	CL confirmed there is a reporting schedule which goes through the management group. CL advised the report will be circulated to the GEG for review prior to going to the management group.	
8. Date of Next Meeting	Monday 18 th September 2017, 10.30 – 12.30, Conference Room, Summerfield House	
9. AOCB	JA highlighted to the CEG how confidential information is being handled and disputed within outcome improvement groups.	