



# Community Planning Aberdeen

## Community Engagement Group

Friday 31<sup>st</sup> of March 2017

Present:-

Jonathan Aitken Smith, Chairperson, Aberdeen Civic Forum (JA)  
Imran Arain, HPHS and Public Mental Health Lead, NHS Grampian (IA)  
Jo Bell, Director, Sport Aberdeen (JB)  
Linda Buchanan, Life Long Learning Manager, Aberdeen City Council (LB)  
Annina Cavelti Kee, Research Officer, Aberdeen City Council (AC)  
Neil Carnegie, Aberdeen City Council (NC)  
Michelle Cochlan, Community Planning Manager, Aberdeen City Council (MC)  
Linda Clark, Team Manager, Communities Partnerships, Aberdeen City Council (LC)  
Sandra Howard, Aberdeen City Council (SH)  
Chris Littlejohn, interim Deputy Director of Public Health, NHS Grampian (Chair) (CL)  
Joanna Mackie, Locality Manager, Aberdeen City Council (JM)  
Vicky Stables, Sergeant, Community Safety, Police Scotland (VS)  
Nicola Torrance, Senior Research Officer, Aberdeen City Council (NT)  
Gail Woodcock, Aberdeen City Council (GW)

Also Present:-

Claire Hutcheon, Secretary/Administrator, NHS Grampian (CH)  
Lisa Allerton, MCN Manager, NHS Grampian (LA)

Apologies:-

Jason Carrigan, Partnership Inspector, Police Scotland (JC)  
Kay Diack, Locality Manager, Aberdeen City Council (KD)  
Joyce Duncan, Acvo (JD)  
Jane Russell, Acvo (JR)  
Marlene Westland, Senior Health Improvement Officer, NHS Grampian (MW)

Topic	Discussion/Decision	Action By
1. Community Planning Aberdeen	MC provided the group with a presentation for Community Planning Aberdeen to set the background.	
2. Role and Remit of Group	<p>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, CL agreed to make the changes and to provide a redraft to the next meeting:</p> <ul style="list-style-type: none"> <li>• First bullet point to be rephrased and remove the word “accountability”</li> <li>• First and second bullet point to be combined</li> <li>• Third bullet point to be rephrased to be more specific</li> </ul>	CL
3. Engagement, Participation & Empowerment Strategy implementation plan development	<p>The group reviewed the Engagement participation empowerment strategy. It was agreed to create an Improvement Delivery Plan setting out deliverables the group aim to achieve with confirmed timescales. The draft Improvement Delivery Plan is to be made available at the next meeting.</p> <p>CL agreed to create a draft Improvement Delivery Plan to circulate to the group for comment.</p> <p>AC advised the group of what support the City Voice can provide to the group. AC confirmed a scoping report has been drafted of City Voice and asked for the group to provide their comments regarding the report. MC and AC suggested that volunteers from the group take part in the review team to further develop some of the options for the City Voice. CL suggested that the first action for the Improvement Delivery Plan is to work on the review of City Voice as this could be easily achieved by the group.</p> <p>AC to email scoping report to CH to circulate to the group for comment.</p>	CL          AC / CH
4. Coordination of partner processes for Part 3 (Participation Requests) of the Community Empowerment	<p>CL advised the group Part 3 (Participation Requests) of the Community Empowerment goes live as from the 1<sup>st</sup> of April. CL confirmed all Health requests will be processed through the Public Involvement team.</p> <p>CL advised the group public service authorities are to coordinate and confirm point of contact details for receiving participation requests. CL confirmed the collation of contact details would be completed through the group as per paragraph 4.4 included</p>	

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	<p>in the Asset Transfer and Participation Requests under the Community Empowerment Scotland Act 2015 report, circulated to the group. MC confirmed she would assist to coordinate agencies not represented on the group.</p> <p>CL / IA to contact all public service authority representatives on the group to request their point of contact for participation asset transfer requests.</p> <p>MC to contact public service authority representatives not on the group to request their point of contact for participation asset transfer requests.</p>	<p>CL / IA</p> <p>MC</p>
5. Locality Plans & Locality Partnerships – CEG role and remit	<p>JM provided the group with a presentation for Locality Plans &amp; Locality Partnerships - CEG role and remit.</p> <p>JM advised the group there is a high requirement for easy reads to be created of the Locality Plans. Currently the Locality Plans are in draft form further work is required to be completed by the Locality Partnership Boards. JM confirmed the Locality Plans are due to be completed for June and easy reads are expected to be completed for September.</p> <p>CL confirmed he would offer capacity from Public Health to create easy reads of Locality Plans.</p>	<p>CL</p>
6. Community Learning & Development Plan – CEG role and remit	<p>LC and LB provided the group with a presentation for Community Learning &amp; Development Plan – CEG role and remit.</p> <p>LB advised the group the Community Learning &amp; Development Plan is a 3 year plan which is currently under review and should be available soon. LB confirmed once the review is available she provide it to the group for information. CL confirmed he was happy for Community Learning &amp; Development Plan to report through the CEG.</p> <p>CL requested for himself, LC and LB have a discussion out with the meeting regarding how reporting is currently undertaken and displayed. CL to circulate to the group what has been discussed and agreed with LC and LB for the groups comment.</p>	<p>CL / LC/ LB</p>
7. Reporting Requirements and Timetable	<p>CL advised the group the Reporting Requirements and Timetable is for information listing what is required to be reported along with timescales.</p> <p>CL to enter reporting requirement timescales into his diary.</p>	<p>CL</p>
8. Key Development Priorities and Timetable	<p>CL confirmed the key development priorities and timescales are as per the actions noted during the meeting; redrafting of the remit, draft Improvement Delivery Plan to</p>	

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	be created and sent out to the group for comment, coordination of the participation requests and creation of easy reads for the Locality Plans.	
9. Additional Membership	<p>CL confirmed with the group if they thought there was the correct representation from all outcome groups from community planning. CL noted apologies of agencies who were invited to attend the group.</p> <p>CL to contact the chair of the Digital City Group and ADP to invite a representative to attend the CEG.</p> <p>MC confirmed minutes from all groups will be published online. A new website is currently in process of being developed which is due to be live in the summer. MC confirmed every group's initial minutes is to be reported through the management group in absence of a performance report.</p>	CL
10. Date of next meeting(s) (frequency)	<p>CL proposed for the group to meet quarterly. The group were in agreement of quarterly meetings. CL confirmed with the group if he is unable to attend the management group meeting for a representative from the CEG to attend on his behalf.</p> <p>CH to circulate future CEG meeting dates.</p>	CH
11. AOCB	<p>MC raised a request made from the Community Council Forum through the board for a presentation to be provided for the Community Engagement Participation Empowerment Strategy, CL agreed to provide a presentation and to discuss further with JA.</p> <p>CL to provide a presentation regarding Community Engagement Participation Empowerment Strategy to the Community Council Forum.</p>	CL