



Community Planning Aberdeen

Community Engagement Group

Monday 4 December 2017

Present:-

Jonathan Aitken Smith, Chairperson, Aberdeen Civic Forum (JA)
Nicola Torrance, Senior Research Officer, Aberdeen City Council (NT)
Linda Buchanan, Life Long Learning Manager, Aberdeen City Council (LB)
Colin Wright, Locality Manager,
Linda Clark, Team Manager, Communities Partnerships, Aberdeen City Council (LC)
Karen Finch, CCLO, Aberdeen City Council
Imran Arain, HPHS and Public Mental Health Lead, NHS Grampian (IA)
Elisabeth Manners, Community Planning Development Officer, Aberdeen City Council (EMa)
Chris Littlejohn, interim Deputy Director of Public Health, NHS Grampian (Chair) (CL)
Neil Carnegie, Communities and Housing, Aberdeen City Council (NC)
Sandra Howard, Qualities Manager, Aberdeen City Council (SH)
Jo Bell, Director, Sport Aberdeen (JB)

Also Present:-

Sheila Robertson/Administrator, NHS Grampian (SR)

Apologies:-

Jane Russell, ACVO (JR)
Joyce Duncan, Chief Executive, ACVO (JD)

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 18 September 2017 was accepted as accurate with the exception of item 10 AOCB for confidential community papers which can be found on the website.	
3. Matters Arising	<u>Role and Remit</u> No further changes have been made since last agreed by the group. This will be now posted on the website.	CL
4. Delivery Plan 1.3#	<p>a) Participation requests – communications plan*</p> <p>A meeting between IA/SH/EM revealed the following 4 requirements:</p> <ul style="list-style-type: none"> • Clear statement of community empowerment, such as a shortened version of the Community Empowerment Scotland Act 2015 (Looking at easy read) • Summary guideline. • Requirement for 2 further members to join this group plus a communications representative. • Application form to be developed from Aberdeen City Council template in abbreviated form. <p>IA estimated 2 further planning meetings would be needed to achieve this, and would hope to include contacts of each organisation. The issue of road shows awareness was also discussed, where the possibility of inserting a brief mention on the childline page. Communications is willing to help putting all of the information on a webpage including an online generic application form. NC mentioned a requirement to report back to Scottish Government, IA advised he would be able to send electronic amended copies around the group prior to the next meeting for comments.</p> <p>b) City voice review*</p> <p>A review report went to community planning management group October 2017. After lively discussion recommendations were agreed, Northfield is to improve participation but numbers needed boosting in some areas, agreed to try to recruit</p>	

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4.Delivery Plan 1.3# contd.	<p>younger people. Focus is still on LOIP, graphic printing hopefully available January 2018. Locality questionnaires should be produced April 2018 for August 2018 annual report. A Children's Services Plan has now been produced. The Youth Council is looking at ways and incentives to boost membership and be involved in shaping the city.</p> <p>c) Easy read locality plans# CW confirmed Torry easy read LOIP current draft includes logo but felt it was not appropriate. Looking for feedback for positives with Torry emphasis, due to 50% local membership. Other suggestions mentioned included: Local opportunities for local employment, more local involvement in decision making, improved drugs/alcohol changes, more green spaces, safer easier walk/cycle routes, Improved public transport, and focus on assets not deficits. It was agreed to remove references to teenage pregnancy. It was suggested some volume of text in the document could perhaps be replaced with 'info graphics', hopefully all on one page. On completion of work IA to send round the group and ultimately be used as a tool for the partnership board. It was agreed more importantly to get things right over deadlines. The group agreed it should be stated the plan was developed after 2 years of consultation. CW to raise idea at locality partnership meeting. SH enquired if languages would be considered, the chair agreed this should be explored SH was asked to follow up. CW left the meeting at 11am.</p> <p>d) Public facing community justice plan# With involvement of graphics departments in both NHSG and Aberdeen City Council some variation has occurred, IA suggested taking this to the community for feedback on differences and what is preferred. IA also advised the first draft of Seaton/Woodside/Tillydrone plan should be completed by end January or beginning of February 2018.</p> <p>e) Place standard* Gail Woodcock understood to be collating examples of use across Aberdeen City</p>	<p>CW</p> <p>SH</p>

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4. Delivery Plan 1.3# contd.	<p>f) Participation requests*</p> <p>It was discussed how best to assist people in using the newly created resources collectively making it easy for people to take part</p> <p>A Coming Network Week Event will be held 8-15 February 2018 with community centres hosting 2 hour workshops across the city giving opportunity to bring information to local communities. Also hoped IA could link to road shows.</p> <p>As a group, it was felt interest in each others participation requests is to be encouraged, the group could on an annual basis, review participation requests received over the year for the annual evaluation report.</p>	
5. External involvements#	<p>a) SCDC strengthening communities programme</p> <p>The chair had produced a background document highlighting 3 external community engagement programmes: SCDC's strengthening communities programme, Sistema's big noise programme, and the Improvement Service & SCDC proposed CPP development programme.</p> <p>Scottish Community Development Centre's (SCDC's) 'strengthening communities programme' has been running for a number of years, working with Torry Community Partnership last year in phase 3 of the programme. Phase 4 continues with SCDC maintaining involvement with Aberdeen until April 2018 perhaps focused on the Seaton, Woodside & Tillydrone locality partnership.</p> <p>A meeting has now been set for 12 December at Aberdeen City Council Town House to discuss with partnerships possibilities for a work plan for 1st quarter of 2018.</p> <p>b) Sistema and GCPH</p> <p>Discussions centred on incorporating the 7 principles of Sistema National report issued at end of 2016 into a practical tool for use in engagement in community social regeneration at a national level, in particular in Aberdeen. We can now expect a request for interested parties to this 'stand alone' piece of work towards a practical application of the Sistema principles.</p>	

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	<p>c) Improvement service and SCDC</p> <p>In order to support this at a national level the management group/board received a request for four community partnerships in North Scotland to identify 4 members of their community planning partnership board or executive group to participate in new work with Improvement Service in SCDC. A national event is anticipated in 2018. Confirming that Aberdeen is now involved and supported at a national level.</p>	
6.Project Charter (Improvement Methodology)	<p>a) Coproduction Matrix#</p> <p>Disappointing lack of responses after CL sent Coproduction Matrix enquiry to Community Planning Partnership Groups. CL agreed to add Partnership Forums to distribution in order to spread the conversation. Use of Improvement Methodology was also suggested. A toolbox (created from agenda items 4&5) to assist in co-production for all community planners to use. Additional ideas and information are expected to come from communities/SCDC meetings to inform the toolbox and thus creating mechanisms, raising awareness and providing support within community planning. JAS agreed to draft current thinking article around this for the group to discuss and perhaps take forward.</p>	<p>CL</p> <p>JAS</p>
7.Community Learning & Development*	<p>LB/LC have been asked to revisit guidance for partnership forums in terms of broadening membership and who should be invited from communities, also asked to provide case studies of actions arising from forums prior to having professional dialogue of where currently at, i.e. Grammar language café which will be staffed by volunteers and adult learning team members going to partnership forum chairs. A single system resource for mapping and information was suggested, keeping this information updated and perhaps coming from Aberdeen City Council. CL planned to meet with colleague and arrange getting relevant people together to discuss.</p> <p>CLD plan review is expected to be in place by September 2018 which will pass through various ACC committees, including this group. A new guidance note has been produced for local authority and community planning partnerships to take forward the next plan which is currently being informed through various groups and information collecting. In looking at ways of developing priorities CL suggested the plan could be added to chosen groups & partnership forums agendas including community councils. LB/LC agreed to take item to Aberdeen prosper agenda then</p>	<p>CL</p> <p>LB/LC</p>

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	further afield. JAS also suggested could even be used as case study on integration.	
8.Participatory Budgeting*	<p>NC informed of a Scottish Government plan requesting local authorities to allocate 1% of budgets through Cosla.</p> <p>ACC committing £5m total via Participatory Budget to 2021.</p> <p>£45,000 (£15k per priority/locality) to be distributed over next few months.</p> <p>Launch Live decision by 9/3/2018</p> <p>£20k to George Street/Pittodrie areas.</p> <p>£5k to Environmental Improvements in Wales Street ACC Housing.</p> <p>JAS requested an update to be sent round the group, NC agreed although a press release is expected.</p>	NC
9.AOCB	No AOCB was recorded.	
10.Date of Next Meeting	Monday 26 March 2018, Conference Room, Summerfield	