



Community Planning Aberdeen

Community Engagement Group

Monday 26th March 2018

Present:-

Jonathan Aitken Smith, Chairperson, Aberdeen Civic Forum (JA)
Imran Arain, HPHS and Public Mental Health Lead, NHS Grampian (IA)
Dave Black, General Manger, Grampian Regional Equality Council (DB)
Linda Buchanan, Life Long Learning Manager, Aberdeen City Council (LB)
Linda Clark, Team Manager, Communities Partnerships, Aberdeen City Council (LC)
Joyce Duncan, Chief Executive, Acvo (JD)
Karen Finch, Community Council Liaison Officer, Aberdeen City Council (KF)
Simon Guyan, Station Manager, Scottish Fire Rescue Services (SG)
Chris Littlejohn, interim Deputy Director of Public Health, NHS Grampian (Chair) (CL)
Elisabeth Manners, Community Planning Development Officer, Aberdeen City Council (EMa)
Anne McKenzie, AHP Sector Lead, NHS Grampian (AM)
Nicola Torrance, Senior Research Officer, Aberdeen City Council (NT)

Also Present:-

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

Apologies:-

Jo Bell, Director, Sport Aberdeen (JB)
Neil Carnegie, Communities and Housing, Aberdeen City Council (NC)
Michelle Cochlan, Community Planning Manager, Aberdeen City Council (MC)
Sandra Howard, Qualities Manager, Aberdeen City Council (SH)
Linda Smith, Public Health Lead, NHS Grampian (LS)
Gail Woodcock, Aberdeen City Health and Social Care Partnership (GW)

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 4 th of December 2017 was accepted as accurate.	
3. Matters Arising	CL advised all actions highlighted within the previous minute have been included within the agenda.	
4. Delivery Plan Version 1.3	<p>CL advised he had listed the series of outcomes identified within the delivery plan to review.</p> <p><u>Participation request materials</u> IA provided a verbal update to the group. Three SLWG meetings have taken place the outcome from the group were four documents; Participation Request Statement, Participation Request Poster, Participation Request Form and Participation requests one page description for awareness. Feedback received was incorporated in the documents. Asset transfers are under review a meeting has been scheduled on the 1st of May. Similar documents to be created for Asset Transfer.</p> <p><u>Participation materials – implementation</u> IA advised the participation request statement can be used as part of a media campaign for raising awareness to ensure one message is shared with everyone, based on the original Community Empowerment Act. The participation request poster uses the same language as the statement which can be used for any activity/event. Participation Request Form is the same as Aberdeen City Councils. The website address has been updated to the local address. Participation requests one page description for awareness provides further detail. It was confirmed the first three documents are with graphics to be designed in colour and should be available by the end of the week. JA suggested sharing the documents with the Community Council and the Civic Forum for their feedback. It was agreed to share the documents with other groups.</p> <p>IA to circulate to the group; Participation Request Statement, Participation Request Poster and Participation Request Form for comment.</p> <p>CEG to share with other groups the Participation Request Statement, Participation Request Poster and Participation Request Form for feedback to provide to IA.</p>	<p></p> <p></p> <p></p> <p>IA</p> <p>ALL</p>

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	<p><u>City voice review</u> NT provided a verbal updated. City voice review is complete. The proposals were agreed at the Community Planning Aberdeen Management group at the end of October, all changes have been implemented. The City wide questionnaire and locality questionnaires were circulated in January for comment. NT urged for feedback to be provided for what the community requires to include within the locality questionnaires. A big recruitment drive was held there were 870 returns received. CL confirmed that City Voice would remain a standing agenda item to allow the group to receive an update.</p> <p>NT to provide CH with the City Voice Review Report to circulate to the group for information.</p> <p><u>Easy read locality plans</u> IA provided a verbal update. The final locality plan has been circulated for comment and an appendix has been created which is currently with graphics. All three locality plans have now been completed, comments received have been incorporated. CL requested for CEG to provide IA with any further comments.</p> <p>CEG to provide comments to IA for the locality plans.</p> <p><u>Place Standard</u> LC and LB provided a verbal updated on behalf of GW. They have met twice since the last meeting. The project charter has been updated. There is a City wide online survey currently taking place which is being tied in with the Planning department who are carrying out a survey at the same time. The online electronic version has been shared with City Voice. There has been 102 responses received to date. The place standard tool is due to be emailed to gov delivery part of Aberdeen City Council website that has identified 2400 people. Postcodes will be used to match to localities. The first locality event is to be held in Kincorth in June. It has been confirmed by Darren from NHS there is budget to run a master class, LC agreed to follow this up.</p> <p>LB to provide CH with the link for the Place Standard to circulate to the group to disseminate.</p> <p>LC to provide further information regarding the Master Class.</p>	<p>NT/CH</p> <p>ALL</p> <p>LB</p> <p>LC</p>

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5. External Involvements	<p><u>SCDC – Strengthening Communities Programme</u> CL advised Scottish Community Development Centre have a Strengthening Communities Programme under the third cohort last year they visited the Locality Partnership Board for Torry to support the group with forming job descriptions for the community members of the group and helped the locality board members with what their roles are. The SCDC will be returning this year to work further with Locality Partnership Board for Torry and to work with the other Localities; Tillydrone and Seaton on similar work. CL circulated a summary of what was discussed with Locality Managers regarding what SCDC are offering. CL confirmed he has not received an update from SCDC regarding each Locality Area but is expecting the work to go ahead.</p> <p>CL to ask the Locality Mangers to provide an update at the next meeting.</p> <p><u>Sistema and GCPH</u> CL confirmed a small group have been in discussions with Sistema Scotland. Sistema run the Big Noise Torry Project within Torry Academy but also run the project throughout Scotland. They use music to bring communities together and building community capacity. Glasgow Centre for Population Health completed an evaluation based on the big noise methodology and identified seven generic principles which were being used within Sistema's work. Sistema proposed developing a particle tool. CL circulated the report submitted to the management group which includes a link to the project plan. CL advised a small group are meeting in May from Sistema, GPH and the Community Engagement group to discuss the principles and the development of a particle tool. If this is seen to work a bigger event will be held to develop the particle tool further in late Summer.</p> <p><u>Improvement Service and SCDC Workshops</u> The group discussed the Improvement Service offered by Scottish Community Development Centre to every community partnership in Scotland to do a workshop around coproduction. JD confirmed a report is to be circulated from the event and another event is due to be held. Report to be circulated from the event once available.</p>	CL
6. Project Charter (Improvement methodology)	<p><u>Coproduction Matrix</u> Coproduction matrix was circulated to the group listing CEG membership across CPA groups and partnerships, for information. JD highlighted if the groups are meeting and using alternative chairs to ensure the meetings are held.</p>	

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	<p><u>Coproduction Suggestions</u> CL advised he had listed three ideas as a starting point of where coproduction could begin. CL discussed the Improvement Tracker circulated to the OIG and proposed for the CEG to have a spreadsheet which contains all the pieces of work being worked on within other groups which have representation from the CEG to provide an overview. CL suggested for the spreadsheet to be an agenda item and to help support identifying where coproduction can be provided.</p> <p>CL to circulate spreadsheet template for the CEG to complete and send to CH to collate.</p> <p>OIG Improvement Actions Each of the Outcome Improvement Groups has their own improvement actions. CL discussed CEG supporting the OIG with their actions with coproduction and involvement with the wider public. Place Standard tool was highlighted as part of coproduction.</p> <p>OIG easy-reads plans CL discussed coproducing easy read plans and the best way to help the Outcome Improvement Groups achieve this.</p> <p>CEG toolbox CL discussed the collating all supportive tools including Place Standard tool into a CEG toolbox to provide to groups to assist them. CL highlighted digital resources.</p>	<p>ALL</p>
<p>7. Community Learning and Development</p>	<p>LC and LB advised they are currently looking into their next CLD three year plan to be produced for September 2018.</p> <p>The previous CLD plan was reviewed and went to the integrated children's services board which was well received. It was confirmed there has been a couple of consultation events held. The plan is due to be in place by May 2018.</p> <p>A re-inspection took place in Northfield recently which went well and has been signed off. The inspection reviewed the governance of the CLD plan through the partnership forums, CEG and the ICS Board. Meetings are due to be held with the chairs of the partnership forums in May to get their input of how things are going. There are another two inspections plans due to be held later on in the year within Kincorth in June and Machar.</p>	

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8. Participatory Budgeting	LC provided a verbal update on behalf of NC. The participatory budget for this year is now completed. A fair was held on the 10 th of March which was successful. Money will be issued soon to all successful applicants. NC is currently working on a policy paper for participatory budgeting it will look at the Fairer Aberdeen Fund and tying it into locality partnerships. The policy is due to go to the committee soon. The policy will initially be for Aberdeen City Council but something will be provided to the CEG to share.	
9. For information - Facilitating Participatory Placemaking Report	CL circulated the Facilitating Participatory Placemaking Report to the group for information.	
10. AOCB	JA raised connecting with Health and Social Care Partnership both at the strategic and community level. EM advised there is a new board member Kathryn Duncan who will be more present. CL introduced AM who is representing the Health and Social Care Partnership.	
11. Date of Next Meeting	Monday 4 th of June 2018, 10.30 – 12.30, Conference Room, Summerfield	