



Community Planning Aberdeen

Community Engagement Group

Monday 4th of June 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)
Elsbeth Clark, Public Health Coordinator, Aberdeen City Health and Social Care Partnership (EC)
Emma Davies, Speciality Registrar, NHS Grampian (ED)
Craig Feroz, Inspector for Seaton, Police Scotland (CF)
Jo Hall, Aberdeen City Health and Social Care Partnership (JH)
Maggie Hepburn, Acvo (MH)
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)
Darren Riddell, Group Manager, Scottish Fire and Rescue Services (DR)

Also Present:-

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

Apologies:-

Linda Clark, Team Manager, Communities Partnerships, Aberdeen City Council (LC)
Neil Carnegie, Communities and Housing, Aberdeen City Council (NC)
Michelle Cochlan, Community Planning Manager, Aberdeen City Council (MC)
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)
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 26 th of March 2018 was accepted as accurate.	
3. Matters Arising	<p><u>SCDC – Strengthening Communities Programme</u> CL confirmed he had met with David Allan of SCDC. SCDC have met with the 3 locality partnership leads and an ongoing process for the strengthening communities programme has been put in place. Further details to follow.</p>	
4. Confirmation of New Chair and Vice Chair	CL advised a review was held through community planning of all outcome improvement group chairs and vice chairs including the CEG. CL confirmed he will be stepping down as chair of the CEG. Going forward DR will be replacing the role as chair and JA will adopt the role as vice chair of the CEG. JA thanked CL for all the work he has provided as the role of chair to the CEG.	
5. Delivery Plan Version 1.4	<p>CL discussed the delivery plan version 1.4.</p> <p>CL confirmed all 3 locality easy read plans are completed and available to view on the community planning Aberdeen website. CL advised moving forward it would be the intention for each of the outcome improvement groups to take ownership of creating their own easy read plan. The Community Justice Outcome Improvement Group has created their own easy read plan based on the template developed for the locality plans.</p> <p>CL discussed further the coproduction matrix and confirmed the matrix would require a review since the recent refresh with membership within groups. Coproduction between outcome improvement groups has not transpired any further.</p> <p>EM to provide DR with an Introduction pack including a membership list for each of the Outcome Improvement Groups.</p> <p><u>Participation request materials</u> CL confirmed the participation request materials have been updated by IA and a small group</p>	EM

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	<p>of others and are ready to be disseminated. The materials have been provided to the management group and circulated to the CEG for review. A single set of materials will be provided to all public authorities in Aberdeen City.</p> <p><u>Place Standard</u> Update to be provided at the next meeting by LC.</p>	
6. Project Charter (Improvement methodology)	<p>CL discussed the Project Charter with the group. CL advised he had randomly picked 25 as a number of improvement processes being progressed as a result of participation requests by public authorities in Aberdeen City by 31 March 19.</p> <p>CF proposed using a case study to demonstrate how the participation request process should be followed. IA agreed 2 case studies would be useful as a guide on 1 page, starting from how to raise an issue leading to how it should end.</p> <p>CL proposed for the CEG to disseminate shared messages across all communication links to promote the service and provide support.</p> <p>Going forward CL suggested for JA and DR to meet with as many people on the Project Team to refine the Project Charter. The management team to virtual sign off the refined Project Charter.</p> <p>JA and DR to meet with members of the project team to refine the project charter.</p>	JA / DR
7. Community Learning and Development	Update to be provided at the next meeting by LC.	
8. Action Learning Event – Northern Alliance and CPA	<p>JA provided feedback from the Action Learning Event.</p> <p>The Scottish Community Development Centre (SCDC) and Improvement Service invited Community Planning for Aberdeen to be part of the event. The event took place over 3 days involving Aberdeen City, Aberdeenshire and Moray. A report has been put together by SCDC and the Improvement Service from discussions involving EM, JD and JA.</p> <p>Topics discussed at the event were; Making an explicit focus towards prevention partially community planning and the Health and</p>	

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	<p>Social Care Partnership, feeling more confident talking to national partners regarding this particularly the Scottish Government. Participatory Budgeting, examples were provided.</p> <p>An event has been scheduled to take place on Wednesday the 13th of June to review learning throughout the North East, focusing on Aberdeen City. JA confirmed he would forward further information of the event to DR. The other North East Authorities; Aberdeenshire and Moray have expressed an interest on keeping up to date outside the process with changes taking place.</p> <p>JA to forward information of the event being held on the 13th of June.</p> <p>JA confirmed he would circulate both his own report and the report created by SCDC and the Improvement Service once available.</p> <p>JA to circulate reports of the event.</p>	<p>JA</p> <p>JA</p>
9. Participatory Budgeting	Update to be provided at the next meeting by NC.	
10. CPA Annual Report	CL confirmed the Community Planning Annual Report is currently in the process of being drafted. There will be a section included within the report highlighting the achievements made by the CEG.	
11. AOCB	No other business was discussed.	
12. Date of Next Meeting	Monday 3 rd of September 2018, Scottish Fire and Rescue, 21 North Anderson Drive, Aberdeen	