

Community Empowerment Group
Thursday 26 February 2021, 3-5pm

Member	Present
Michelle Cochlan	Yes
Jonathan Smith	No
Darren Bruce, PS	Yes
Scott Symon	Yes
Maggie Hepburn	Yes
Colin Wright	Yes
Linda Clark	Yes
Dave Black	Yes
Shamini Omnes	Yes
Fiona Clark	Yes
Wendy Henderson	Yes
Martin Wyllie	Yes
Susan Thom	Yes
Gordon Edgar	No

Item No.	Title	Lead	Notes/ Actions	Responsibility
1.	Welcome & Apologies	All	<p>Apologies received from Gordon and Jonathan. The group received a paper from Jonathan Smith in his absence.</p> <p>The following group members confirmed that they are having trouble accessing the teams site: Dave, Maggie, Wendy and Jonathan Smith has also had trouble. Martin will follow up with members to see if he can assist. In the meantime papers will be circulated and also published on the CPA website going forward.</p>	MW/MC
2.	<u>Actions from the last meeting</u>	All	<p>Actions from the last meeting were updated as complete with the following exceptions:</p> <ul style="list-style-type: none"> • Shamini advised she will be able to come back to a future meeting with the evaluation of engagement through the LEGs. • Michelle has not yet discussed pb with Neil <p>Thanks noted to ACVO for including article on the LEGs in their newsletter</p>	SO MC

3.	Workshop - Part 2	All	<p>Following on from Part 1 of the workshop held in February to brainstorm actions required by the group to fulfil the agreed role and remit.</p> <p>Part 2 of the workshop was to prioritise these activities using the Eisenhower Matrix. This was informed by feedback from Jonathan in his update paper which made suggestions regarding Place Standard and an Improvement Project.</p> <p>The following areas were agreed as urgent:</p> <ul style="list-style-type: none"> • Review background info on CLD and the governance role of this group – on the agenda for today • Development of community engagement simulator - complete • Support recruitment to LEGs by sharing and promoting leaflet with contacts/ social media - ongoing • Feedback on emerging content of the Community Engagement Simulator - complete • Consider how we might engage wider communities around the refresh of the LOIP and Locality Plans to ensure diversity – TBC • Mapping of groups and connectors - TBC • Baseline measures and suite of performance measures - TBC <p>The group agreed that an urgent priority was to seek to involve wider communities in the refresh of the LOIP, including equalities groups and that a mapping exercise to understand these different groups and connectors would be of value. This is something that Jane, Dave and Wendy have already been working on and will bring to this group to inform next steps.</p> <p>One of the actions for this group in doing that is to share and promote the online simulator with community networks to ensure that as many groups are represented as possible.</p> <p>The following areas were agreed as important and to be included in the groups future work programme:</p> <ul style="list-style-type: none"> • City Voice Questionnaire. • Sharing best practice examples of engagement and tools. • Supporting LEGs and PNPs to overcome any barriers to community engagement • Mapping out groups and connectors • Involvement in Phase 2 Review of Locality Planning 	<p>DB/WH</p> <p>ALL</p>
----	-----------------------------------	-----	---	-------------------------

			<ul style="list-style-type: none"> • Revision of the Engagement, Participation and Empowerment Strategy and/ or Toolkit • Deeper understanding and analysis of our current reach into communities, e.g. protected characteristics, harder to reach groups as per CEG Strategy to ensure responding to diversity • Focussed work on looking at funded groups? • Participatory budgeting? • Place standard electronic • Improvement project to understand whether our changes (e.g. simulator and others are making a difference) <p>An area identified as a priority for future work is the revision of the Partnership's Engagement, Participation and Empowerment Strategy and/ or Toolkit. Dave advised that the Equalities Network would be happy to take a leading role in the Equalities sec</p> <p>Michelle will transfer this content to a work programme format along with suggested timescales and responsibilities and will issue to members to review.</p> <p>Wendy queried what our framework will be to capture barriers, issues, dependencies in the recruitment to the LEGs. We agreed to include a risk and issues log as part of the work programme. Michelle confirmed that the escalation process for this group would be to refer to the CPA Management Group chaired by Angela Scott for any issues which cannot be resolved.</p> <p>There was discussion about the role of this group in making sure that the tools we are using are reaching a representative demographic. E.g. City Voice and Simulator. We can provide some information on City Voice. We have done a recruitment drive in the past to address any gaps.</p> <p>In terms of the simulator, Martin posed the question about how do we decide what is a representative group? We are looking for a spread and will report demographic information along with the results. Darren advised that we don't want to delay the simulator to get perfection at the start. Fiona Clark agreed that the way to get as much representation as possible is to saturate every communication channel and organisation we know. The more support and communication to all the channels and groups the better.</p>	<p>DB</p> <p>MC</p> <p>MC</p> <p>MC/AM</p>
--	--	--	--	--

			Linda and Fiona advised that the National standards of community engagement have been updated twice. Does the role of the group include raising awareness, encouraging and monitoring use across the Partnership. Colin to do a presentation on the standards to future meeting. We discussed funding/ budget for training on this? Linda to confirm. Maggie advised that ACVO would be keen to support this.	CW/LC
4.	<p>Community Engagement in LOIP Refresh/ Locality Planning</p> <p>Review of timeline</p> <p>Community Values Simulator</p>	Michelle	Michelle advised that we are on target and for the group to come back with any queries.	
		Martin	<p>Martin took the group through a demo of the live simulator so all could see how it works. Re. target population, vendor suggests 500-1000. We are aiming for 2,000. Need to flood all groups and connections to reach this.</p> <p>Dave queried the demographic information being captured by the simulator. It has been set up to capture data on location and gender. Both Wendy and Dave suggested the need to capture equalities data.</p> <p>Wendy questioned the legality of people only being able to engage with the simulator digitally. Maggie felt that this would not be illegal as this was an optional exercise for citizens unlike paying tax which is mandatory. We agreed that it will be important to request support from groups that have these connects to the community that can help them complete the exercise if they do not have digital access.</p> <p>Dave provided feedback to be addressed on the wording used around preventing pregnant teens. Everyone asked to have a final look at wording and get back to Martin with any further comments tomorrow.</p> <p>Maggie asked if the icon signs could be made more prominent to encourage people to click on them. Can there be something at the end to thank people for completing.</p>	MW
				MC/ MW
				MW/ALL
				MW
5.	<u>CLD Planning Guidance Update</u>		Helpful presentation provided by Linda. Linda highlighted the weaknesses identified as part of the last inspection regarding governance which is provided by this group.	

	Presentation by Linda Clark	Linda	<p>Sessions have been organised for partners regarding the new CLD plan and all members of this group are encouraged to attend.</p> <p>Michelle raised the question of the CLD plan including capacity building for community members to engagement in LOIP improvement projects but will discuss further as part of the upcoming CLD sessions.</p> <p>Linda to share slides and findings of the last inspection.</p>	ALL LC
6.	<u>AOB</u>	All	None	
7.	<u>Date of Next Meeting</u>	All	<p>Future meetings to be held on the last Thursday of every month. The group agreed to hold quarterly extended meetings in the evening from 6pm to allow Jonathan Smith, Vice Chair to attend and to be opened up to a wider membership TBC.</p> <p>Michelle to arrange future session dedicated to the Engagement, Participation and Empowerment Strategy. Those who can make it to attend but might be taken forward by a sub group.</p>	MC MC