Community Empowerment Group

Thursday 29 July 2021, 2-4pm

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| Member | Present |
| Michelle Cochlan, Aberdeen City Council (Chair)  Maggie Hepburn, ACVO (Vice Chair)  Jonathan Smith, Civic Forum (Vice Chair)  Darren Bruce, Police Scotland  Dave Black, GREC  Scott Symon, SFRS  Fiona Clark, ACC  Gordon Edgar, ACHSCP  Wendy Henderson, Independent Care Sector  Susan Thoms, ACC  Colin Wright, ACC  Martin Wyllie, ACC | Yes  Apologies  N/A Attends quarterly  Yes  Yes  No  Apologies  Yes  Yes  Yes  No  Yes |

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| Item No. | Title | Lead | Notes/ Actions | Responsibility |
| 1. | **Welcome & Apologies** | All | Michelle advised that she will be seeking a lead contact/ admin support for the Community Empowerment Group and asked if any of the members had anyone in mind. She advised that support was provided to the previous chair by SFRS, but that was when SFRS chaired the group. Wendy agreed to look into this and get back to Michelle. Meantime Michelle to explore other options. | WH/ MC |
| 2. | **[Actions from the last meeting](https://communityplanningaberdeen.org.uk/wp-content/uploads/2021/07/CEG-24-06-21.pdf.docx" \t "_blank)** | All | Actions from the last meeting were updated as complete with the following updates:  [LOIP](https://communityplanningaberdeen.org.uk/aberdeen-city-local-outcome-improvement-plan-2016-26/) and [Locality Plans](https://communityplanningaberdeen.org.uk/locality-plans-north-south-and-central/) approved. Not on the agenda as a separate item today but a core part of our work programme will be to examine the success of LEGs and PNPs in connecting communities to deliver these plans. Gordon is here to represent the LEGs. Rachel Harrison, Acting South Locality Inclusion Manager is to be invited to represent PNPs.  Dave referred to the CPA Improvement Programme and process for linking community members into project teams. Michelle agreed to include this as an agenda item at the next meeting to raise awareness with the group.  CLD See item 3 for actions relating to CLD.  Extended CEG Meeting Michelle to arrange a further meeting with Jonathan and Maggie to make arrangements for the Extended CEG Meeting based on the revised programme Jonathan sent. Aiming for September meeting. Gordon and Wendy happy to be involved and will attend the meeting diaries permitting.  City Voice Thanks to Wendy, Dave and Darren who provided feedback to Anne on the draft City Voice questionnaire. An area of feedback was hate crime and the new characteristics. It was agreed not to refer to these until new legislation is produced and comes into force – likely 2023. The questionnaire has now been submitted to the design team for production and will be issued next week. Analysis and report on results will be available end of September.  Michelle shared the profile of the panel provided by Anne on her screen. See below:  **City Voice Panel 2021**   |  |  |  |  | | --- | --- | --- | --- | |  | **City Voice panellists**  **(Total = 1,400)** | | **Aberdeen City population** | |  | **Number** | **%** | **%** | | Gender |  |  |  | | Male | 624 | 44.6% | 49.8% | | Female | 776 | 55.4% | 50.2% | | Age group |  |  |  | | 16-34 years | 183 | 13.1% | 30.1% | | 35-54 years | 388 | 27.7% | 26.6% | | 55-64 years | 313 | 22.4% | 11.7% | | 65+ years | 472 | 33.7% | 16% | | Missing | 44 | 3.1 |  | | Ethnicity |  |  |  | | White Scottish | 1091 | 77.9% | 75.3% | | Other British | 136 | 9.7% | 7.6% | | Other White | 70 | 5.0% | 9.0% | | African or Caribbean | 21 | 1.5% | 2.5% | | Arab | 5 | 0.4% | 0.4% | | Asian | 9 | 0.6% | 4.3% | | Other | 39 | 2.8% | 0.9% | | Missing | 29 | 2.1% |  | | Survey type |  |  |  | | Paper | 478 | 34.1% | - | | Online | 921 | 65.8% | - |   Source: Percentages for male/female and age group for Aberdeen City are from NRS 2020 Mid-Year Population Estimates. Percentages for ethnic group from 2011 Census.  Note: Data on age group for panellists was collected at the time they joined. Some panellists may therefore have ‘moved up’ a category depending on how long they have been in the panel.  It was agreed that a refresh of the panel may be needed going forward. Susan highlighted that the data provided at the last meeting showed that although recruitment to the panel has increased, the response rate has gone down. Therefore refresh of the panel may not be the solution. How can we encourage existing panel members to respond. What incentives are there for people to respond? Private organisations spend millions of pounds on this. Statutory sector are beginning to do the same. Michelle advised that we need to be data led in terms of targeting groups which have a low response rate. Resources are finite in terms of incentives. Wendy advised that not all incentives need be financial. The offer of support for panellists in terms of completing the questionnaire or reaching out to employers to allow their employees the time to complete the questionnaire may also be incentives. We would need to understand the current barriers. Susan suggested it could be something as simple as how the survey is issued. For online surveys, not everyone will look at their emails regularly. How else might we reach them? E.g. social media?  We discussed that the profile is very relevant when thinking about translation of surveys etc. Wendy advised that there are automated translation services being offered across the public and health sector. Dave highlighted that the quality of translation using platforms such as google translate can be an issue. This was noted, however the group agreed that it would be worth exploring. Martin agreed to look into this on behalf of the group.  At the last meeting we also discussed use of simulator to complement City voice. Anne and Martin to look into this. | MC  MC  MC  AM  MW  MW/AM |
| 3. | **Draft CLD Plan** | All | Colin shared the draft CLD Plan with the group and explained that it is a strategic level plan to describe what CLD Partners are delivering in terms of community learning and development opportunities. E.g. adult learning, ESOL, youth work outwith school based curriculum, youth clubs, street based youth work. Also, organisations which provide support to people to be more engaged in their community. At the moment the plan is heavily populated with activity being led by ACC. Colin sharing the early draft to encourage other partners to add their contributions. Although there has been extensive engagement with partners in the development of the strategy the draft is not a fair representation of their contributions at the moment. Next iteration may be higher level and clearer in terms of other partners contribution.  MC asked for a list of who our CLD Partners/ providers are and which of these are partners of Community Planning Aberdeen. Colin agreed to provide but confirmed that Police Scotland, SFRS, ACVO, Nescol, and the University are all CLD Partners.  Darren asked how PS has been engaged so far. Colin and Fiona advised that Derek Bain has been engaged. Colin also provided an example of how Police Scotland are delivering community learning through the Police Cadet Volunteer programme.  The Group enquired about how governance of the plan will be undertaken. Michelle advised that in simple terms this group is responsible for signing off the CLD plan and considering progress reports against the delivery of the plan. This is set out in our terms of reference.  Colin advised that he will be directed by this group in terms of our expectation on frequency and format of future reporting but advised that there are a number of KPIs in the draft plan and they are also developing a set of measures nationally which could be reported on to this group. Colin and the CLD team will be responsible for gathering and reporting the data.  Michelle stated that as a minimum we would expect to receive an annual report on the CLD Plan which is in line with what has happened previously and likely to be a statutory requirement – Colin to confirm and share examples of previous annual reports. This report should provide an update on actions within the plan and therefore it is critical that the CLD Plan provide a solid foundation which is clear about expectations of partners and outcomes.  Michelle reminded Colin that at the last meeting he agreed to prepare a reading list/ induction pack for the group so that they are clear on expectations. This would include the last CLD inspection report. Dave highlighted in the chat an extract of the report ‘**"There is more to be done to strengthen governance and strategic oversight of the CLD offer to ensure that programmes and activities are in line with priorities, avoid potential for duplication and develop a deeper understanding of the impacts of CLD."**  Michelle advised that linked to this last statement was feedback that Michelle has already given to Colin at the weekly locality plan meetings that she would like to see greater and explicit links between the priorities in the plan and how CLD support will be aligned to LOIP and locality plan improvement projects taking forward in these same areas. Michelle to provide detailed feedback to Colin and Fiona in this regard.  Gordon stated that he felt this discussion has been extremely useful in defining what is expected in terms of the governance of this group and this needs to be put down to understand the role. We agreed that this should form a section within the CLD Plan. Previous plans have shown the governance and reporting structure and reporting arrangements through CPP. This should be added based on the discussion above and to clarify the relationship with the Council’s statutory role.  In terms of timeline, the CLD Plan is due to be submitted to the Councils Operations Committee on 18 August for consideration in September. This would work in terms of submitting the plan to the CPA Board in September if the CLD Plan was brought to the CEG first at the end of August. This would be challenging to meet but Colin advised that the recommendation will be for the plan to be agreed as a living document which gives scope for further development.  Timescale for feedback from group members to Colin is 6 August. The draft plan will be added to the agenda for the next meeting but would hope that feedback is submitted in advance of this. | CW  CW  CW  ALL |
| 4. | [**Work Programme Update**](https://communityplanningaberdeen.org.uk/wp-content/uploads/2021/04/Work-Programme-and-Risk-Log-.docx) | All | Not discussed. To be top of next agenda. |  |
| 5. | **Aberdeen Engagement Schedule** | All | Not discussed. To be top of next agenda. |  |
| 6. | **AOB** |  | N/A |  |
| 7. | **Date of Meetings 2021/22**  **26 August**  **30 September – Extended Group**  **28 October**  **26 November**  **27 January**  **24 February – Extended Group**  **31 March** | All |  |  |