Community Empowerment Group

Thursday 31 March 2022, 2-4pm

Member	Present
Michelle Cochlan, Aberdeen City Council (Chair)	Yes
Maggie Hepburn, ACVO (Vice Chair)	Yes
Claire Smith, Police Scotland	Yes
Dave Black, GREC	Yes
Bryan Nelson, SFRS	Apologies
Fiona Clark, ACC	Yes
Wendy Henderson, Independent Care Sector	Apologies
Susan Thoms, ACC	Apologies
Colin Wright, ACC	Yes
Martin Wyllie, ACC	Yes
Paul Tytler, ACC	Apologies
Elaine Sinclair, UoA	Yes
Louise Ballantyne, NHSG	Apologies
Matt Reid, ACC	Yes

Item	Title	Lead	Notes/ Actions	Responsibility
1.	**Welcome & Apologies**	All	Apologies received from Bryan, Wendy, Susan, Paul and Louise. The Group welcomed new members Stuart Lamberton and Margaret Stewart. Stuart is joining the group to represent Locality Empowerment Groups. He will confirm whether he will also represent the wider ACHSCP on the group or if there will be a replacement for Gordon Edgar. Margaret Stewart is replacing Fiona Clark on the Group as the new Service Manager for Libraries and Community Learning.	
2.	**Actions from the last meeting**	All	Actions from the last meeting were marked as complete or covered on todays agenda with the following exceptions: Aberdeen Engagement Schedule – Maggie took an action to follow up with Jade after this meeting to look at how the ACVO online event calendars and the youth engagement calendar could be merged and evolve. CLD Annual Report – Due to staff absence the CLD Annual Report continues to be delayed.	MH/ JL CW

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			Participatory Budgeting – A meeting took place between Susan, Maggie, Louise and Rachel to discuss the potential scope of a workstream around PB. Rachel is currently developing a PB Toolkit for the Council and it there could be an opportunity to develop for a CPP wide audience. Discussions to andy any future work agreed as part of the development of the new Community Empowerment Strategy. Dave suggested it might also be a topic of discussion for a future Community Empowerment Network meeting.	MC/MH/DB
			Strengthening Communities Post – Maggie advised that interviews are being held on Monday and she was hopeful of making an appointment.	MH
3.	**Community Empowerment Group Overview Report**	MC	Michelle explained that this is a new report for the group which will also go to the CPA Management Group and CPA Board. It was considered by the CPA Management Group on 23 March and was well received. It will also be considered by the CPA Board on 20 April.	
			In future a draft of the report will be sent to the Community Empowerment Group for comment/ amendment before being sent to the CPA Management Group. Added risks noted at the meeting today include:	MC
			• Environment we are working with • Ongoing cost of living crisis/ poverty – impacts on capacity to address community empowerment.	
4.	**Locality Planning and Update from LEGs/PNPs**	Stuart	Stuart advised that he is new in post and is overseeing locality planning and the operation of the Locality Empowerment Groups. He is working with Paul Tytler and his team of Public Health Coordinators to ensure the locality plans are being taken forward with communities. At the moment Stuart is taking stock of current arrangements, connecting the dots and reviewing resources and will keep the group abreast on developments.	SL
5.	**Revised Community Empowerment Strategy – Presentation**	Dave, Maggie, Fiona, Michelle	Michelle gave a presentation on behalf of the Strategy Sub Group on progress to date, outline structure and a timeline for the revision of the plan by September 2022. Outline Structure 1. Introduction 2. What Is Community Empowerment 3. Guiding Principles & Standards – Including new guiding principles for partners, ladder of empowerment to set direction and new commitment to using national community engagement standards 4. Where We Are Now – Mapping of CPA arrangements against the ladder of empowerment 5. Where We Want to Be – Introduction of a 16th Stretch Outcome for Community Planning Aberdeen 6. Monitoring and Evaluation – Embedded in CPA arrangements for current stretch outcomes 7. Role of the Community Empowerment Group 8. Community Tools & Resources – Dynamic part of the strategy	

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			The Community Empowerment Group is being asked to participate in a series of development exercises and sessions to progress the strategy in line with timeline below. <table><tr><td>**April**</td><td>**May**</td><td>**June**</td><td>**July**</td><td>**August**</td><td>**September**</td></tr><tr><td>• Agree proposed guiding principles • Agree use of community engagement standards • Agree ladder of empowerment and populate with partner examples • Review CPA arrangements for gaps</td><td>• Agree proposed stretch outcome • Explore primary and secondary drivers</td><td>• Identify improvement project aims • Identify KPIs for inclusion in outcomes framework</td><td>• Consultation on draft plan</td><td>• CPA Management Group 26 Oct</td><td>• CPA Board - 30 Nov</td></tr></table> The first exercise is to consider/ agree the proposed principles and standards by the end of April. Members will be sent a teams form to complete of can send comments back by email. The Community Empowerment Strategy is core to the purpose of the Community Empowerment Group and it is essential that all members participate. It was noted at the last meeting Louise would share NHS community engagement framework/ objectives. Michelle to follow up.	ALL MC/LB
6.	**Final Report and Recommendations on the Review of Aberdeen City Voice**	Michelle, Anne, Bryan and Dave	Members received a copy of the [Final Report on the Review of Aberdeen City Voice](#) and approved the recommendations for improvement. An improvement plan will now be developed to test and take forward the change ideas within the report. Thanks to Anne, Bryan and Dave for their hard work and commitment in taking forward the review. Panellists and stakeholders involved in the review will receive a link to the full report and [report summary](#).	AM

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7.	**Community Empowerment Network Programme, 28 April 2022**	Michelle and Maggie	Michelle advised that since the draft programme Lauren has suggested a change to one of the workshops from community connectors to 'How to connect communities with locality planning?'. Maggie also requested a further change to Claire Shaws workshop. With these changes in mind the Community Empowerment Group was asked to approve the programme and help cascade to attract more people along. Members should look look out for communications via email and social media. Also look out for updates on the [Community Empowerment Network page](#). • Ideas for this CEN or future events were also discussed and include: • Evaluation questionnaire to be shared during the event rather than after • Use of Kahoot? • BSL on offer as well as other languages • How do we do similar sessions with specific groups	MH/MC
8.	**AOB**	All	Fiona updated the group that there is a HMI National Thematic Review that local authorities are being invited to get involved in. The review team is looking for examples from community development/ capacity building. The group hoped that the evidence provided as part of the last HMI visit could go towards this but Fiona felt that they were looking for direct engagement. The timing is not great due to other pressures on the CLD team. The group agreed to support the CLD team with whatever position they decided to take. Michelle suggested the group have an in person meeting and perhaps also go for lunch after July when Michelle returns for leave. Groups members thought this would be a good idea. Michelle to arrange. Claire updated the group that she is still getting up to speed with the new role on this group but keen to participate and asked members to bear with her. All members supportive and happy to have a chat with Claire if helpful. Martin provided an update on progress with the Health Determinants Research Collaborative bid. The successful bid will require Patient and Public Engagement. Members suggested Civic Forum and Community Reps on the IJB. Martin noted suggestions and advised that this group and the wider network have a key role to feeding in too and will keep the group updated as the bid progresses.	FC MC CS MW
9.	**2022 Meetings** 28 April – Network 26 May 30 June	All		

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	28 July (Maggie) 26 August 29 September 27 Oct (Maggie) 24 November			