

Community Empowerment Group
 Thursday 23 February 2023, 2-4 pm

Member	Present
Michelle Cochlan, Aberdeen City Council (Chair)	Yes
Maggie Hepburn, ACVO (Vice Chair)	Yes
Claire Smith, Police Scotland	Apologies
Derek Bain, Police Scotland	Yes
Dave Black, GREC	Yes
Susan Thoms, ACC	Yes
Colin Wright, ACC	Yes
Martin Wyllie, ACC	Yes
Paul Tytler, ACC	No
Matt Reid, ACC	No
Elaine McConnachie, NHSG	Yes
Iain Robertson, ACHSCP	Yes
Margaret Stewart, ACC	Yes
Anne McAteer, ACC	Apologies
Jade Leyden, ACC	Yes
Murray Dawson, SHMU	Yes
Bea Dawkins, ACVO	Yes
Margaret Stewart, ACC	Yes

Item	Title	Lead	Notes/ Actions	Responsibility
1.	Welcome & Apologies	All	Apologies received from Anne McAteer, ACC and Claire Smith, PS. Elaine McConnachie will join us from 3pm. Elaine Sinclair, UoA has changed post and will no longer represent on the group. UoA to confirm replacement. Members of the Community Empowerment Group noted their thanks to Elaine for the contribution she made during her time on the group.	
2.	Actions from the last meeting	All	Actions from the last meeting were marked as complete or will be covered on today's agenda with the exception of:	

Item	Title	Lead	Notes/ Actions	Responsibility
			<p>Michelle to follow up with people who expressed an interest in getting involved in taking forward the strategy during the consultation period - Complete.</p> <p>Michelle to re-engage SEFARI on offer of research support, linking in with HDRC - Complete. Charles Bestwick has been invited to attend the next meeting. MC to confirm.</p> <p>Colin Wright to convene a meeting to compile a list of community groups currently engaged in the work of Community Planning Aberdeen – Colin has been unable to find a date that suits everyone. Was agreed to build on the spreadsheet Allison has provided. Colin will coordinate this exercise with Maggie, Dave and Iain as agreed previously.</p> <p>All partners to provide data on participation requests and asset transfer requests where this exists – Complete.</p> <p>Michelle to invite Cate Armstrong to attend a future meeting in April/ May to discuss asset transfer – Complete. MC to confirm date Cate will be attending. Murray queried what support is available to community groups on asset transfer. Maggie suggested inviting Sandy along to this meeting to advise on what support ACVO provide to community groups and provide examples of good practice.</p> <p>Dave suggested CPA doing joint promotion of asset transfer and participation requests. Michelle advised that Jonathan Smith led a project on this in the past and there are joint materials that could be highlighted and re-issued. The group will need to review these to ensure remain relevant and up to date.</p> <p>https://communityplanningaberdeen.org.uk/participation-requests/</p> <p>https://communityplanningaberdeen.org.uk/asset-transfers/</p>	<p>MC</p> <p>MC</p> <p>MC/MH</p> <p>ALL</p>
3.	SO16 Improvement Project Starter Packs	All	<p>Michelle advised that project mangers received their starter pack yesterday. This was also provided to CEG members as part of the meeting papers. The packs bring PMs up to speed with the background to the projects and why they were included in the Community Empowerment Strategy. They include a draft charter with any ideas captured as part of the strategy development process as well as suggested measures and team members. These are drafts and PMs are expected to review and amend these</p> <p>Michelle highlighted the following areas of the starter pack:</p>	

Item	Title	Lead	Notes/ Actions	Responsibility
			<p>Support and Training – PMs have been booked onto bootcamp in March. The pack also contains a link to online resources. Lots of other Quality Improvement resources available online and PMs will also bring their own personal toolkit and experience of managing projects.</p> <p>Day to day support will be available from Michelle personally and the wider Community Empowerment Team. Allison and Jade run the bootcamps and are also a source of peer support and help.</p> <p>Draft Improvement Project Charter – These are draft only. PMs will want to:</p> <ul style="list-style-type: none"> • Review the why is this important section and flag any issues to Michelle. The narrative included provides the reason the project was included in the strategy. PMs can amend this but need to keep concise. • Measures – The vital few. The outcome measures is the overall aim of the project. Any other measures should relate to the change ideas. These have been suggested where possible. • Change ideas – Those identified to date, including cross cutting change ideas which will impact on your aim but supported by the Chair and Vice Chair and wider group. • Project Team –PMs are responsible for pulling a team together. You want a small group of committed individuals. This has worked well for Community Empowerment Group so far. Don't fall into the trap of having too many people. Some people have come forward as part of consultation and launch process – both staff and community members. Want to embrace them. There are different ways of engaging people in the project. • Outline project plan – This is not the full project plan but a high level version to keep the team focussed on the project being a time limited piece of work. <p>Timescale for production – The charter is a living document so it can change. But needs to make sense and build confidence that it can deliver results from the outset. Would like to get these through the April CPA Board meeting if possible. To do that they need to go through the CPA Management Group first. Final papers are due 13th March which gives you 3 weeks. Hoping this is doable with a view to further changes being able to be made up until CPA Board. Michelle happy to provide assurance to the CPA Management Group that only those which are ready will go on to be submitted to CPA Board for approval. On this basis project manager were asked to agree timescale they would work to for getting the draft charter to the CPA Board.</p> <p>16.1 – Dave confirmed March/April 16.2 – Margaret confirmed March / April 16.3 – Allison confirmed March/ April</p>	

Item	Title	Lead	Notes/ Actions	Responsibility
			<p>16.4 – Jade and Iain confirmed March/ April 16.5 – Maggie confirmed March/ April 16.6 – Murray Dawson confirmed March/ April 16.7 – Elaine McConnachie TBC</p> <p>Members were asked to review the current draft charters in the starter pack circulated and provide any comments to project managers. The Community Empowerment Group will review final charters at the end of March before they are submitted to the CPA Board</p> <p>Progress Reporting – Project Managers will be set up with a reporting template following approval of their charter.</p>	<p>MC/EM</p> <p>ALL</p>
4.	Cross Cutting Change Ideas	All	Michelle shared a spreadsheet which indicates commonality of change ideas across projects. This should aid joint working on common areas. Where a change idea cuts across all or most of the projects, Michelle and Maggie will help ensure a coordinated and consistent approach. Project teams should progress with ideas and not delay on their ideas.	
5.	Recruitment to improvement project teams	All	<p>The spreadsheet also included a tab for team members. Michelle asked CEG members to identify which projects they wish to get involved in. This was updated and will be re-issued.</p> <p>Dave offered his support to project managers to help with recruitment to improvement project teams and in testing of change ideas to ensure diversity. PMs to get in touch with Dave.</p>	<p>MC</p> <p>DB</p>
6.	Update on Communications Strategy and community conference	All	<p>Updates were provided on key elements of the Communications Strategy.</p> <p>Community Conference – Aiming for Saturday 1 April 2023.</p> <p>Community Road Show – Michelle and Margaret attended the Community Council Forum this month and there is now a slide deck with notes which can be used for any community Group. Community Empowerment Group members are asked to help with these visits.</p> <p>Dave is attending the Equality Participation Network next week and will update then. Allison offered to attend.</p> <p>Jade is going to Disability Equity Partnership. Martin to join Jade.</p> <p>Murray and Margaret agreed to deliver a session to Culture Aberdeen</p>	<p>MC, MH, DB, MS, MW</p> <p>DB/AS</p> <p>JL/ MW</p> <p>MS/MD</p>

Item	Title	Lead	Notes/ Actions	Responsibility
			<p>Elaine– NHSG groups and Grampian Engagement Network</p> <p>Colin/ Bea – Learning Centres Meeting</p> <p>Maggie – ACVO News and hour session for third sector</p> <p>Jade/ Iain – Locality Empowerment Groups and Priority Neighbourhood Partnerships as part of context setting for improvement/ relaunch of the groups</p> <p>Susan/ Anne Knight – Regeneration Matters</p>	<p>EM</p> <p>CW/BD</p> <p>MH</p> <p>JL/IR</p> <p>ST</p>
7.	AOB	CW	Colin circulated a working draft easy read CLD Plan Progress Report. Members to provide comments back to Colin by the end of next week.	
8.	Date of next meeting	All	30 March 2023	