

Community Empowerment Group  
 Thursday 26 January 2023, 2-4 pm

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

Item	Title	Lead	Notes/ Actions	Responsibility
1.	<b>Welcome &amp; Apologies</b>	All	<p>Welcome to Jade Leyden. Jade is taking over as Locality Planning co-lead working alongside Iain Robertson.</p> <p>Some guests today:            Derek Bain, Police Scotland            Murray Dawson, SHMU</p>	
2.	<b>Actions from the last meeting</b>	All	<p>Actions from the last meeting were marked as complete or will be covered on today's agenda:</p>	

Item	Title	Lead	Notes/ Actions	Responsibility
			<p>Follow up with people who expressed an interest in getting involved in taking forward the strategy during the consultation period.</p>	MC
			<p>Re-engage <a href="#">SEFARI</a> on offer of research support, linking in with HDRC.</p>	MC
			<p>Priority action is to revisit idea about a central directory of community groups and shared distribution list. As a starting point Colin agreed to convene a meeting of key people to compile a list of community groups we are actively engaged with. E.g. those involved in improvement projects, CLD plan, locality plans etc.</p>	CW, MH, AS, DB, IR
			<p>The group reviewed the KPIs within the Community Empowerment Strategy to identify whether baseline data exists so this can be gathered and added to the outcomes framework:</p>	
			<ul style="list-style-type: none"> <li>• Participants by method of engagement – Yes. <ul style="list-style-type: none"> <li>• Percentage of known community groups we are engaging – No. Action as above.</li> </ul> </li> <li>• Representativeness/ diversity of communities involved in community planning improvement projects - No</li> <li>• Number of people aware of Community Planning Aberdeen and how they can get involved in improvement projects – No. To be gathered via City Voice.</li> <li>• Number of adults and young people taking part in influence and engagement activity through CLD – Data exists but not comprehensive</li> <li>• Number of community groups receiving capacity building support through CLD activity – Data exists but not comprehensive</li> <li>• Number/ capacity of physical spaces to support effective collaboration – No. To be established.</li> <li>• City voice response rate - Yes</li> <li>• Number of participation requests – Yes, available for ACC. Partners to check. Dave - Remind partners of this duty.</li> <li>• Number of asset transfer requests – Yes, available for ACC. Partners to check. Dave - Remind partners of this duty. Invite Cate along.</li> <li>• Visits to CPA community resources website – No. To be established.</li> <li>• Social media likes and follows – No. To be established.</li> <li>• Community stories featured in local media – No. To be established.</li> </ul>	All
				All

Item	Title	Lead	Notes/ Actions	Responsibility
3.	<b>Community Empowerment Strategy Communications Plan</b>	All	<p>The Community Empowerment Strategy was approved on 30 November 2022. The group reviewed progress against the communications plan.</p> <p>Community Empowerment Edition of City Voice. Members need to think about which of those measures in the Community Empowerment Strategy we could gather data for and measures for our new community empowerment projects.</p> <p>Web transfer. Currently in progress. No timescale for this at the moment. Continue to use the existing website in the meantime.</p> <p>Citizen’s Conference – Being led by Michelle, Dave, Margaret and Martin. Also need to get back to some community members that expressed an interest in being involved following the launch of the community empowerment strategy.</p> <p>Roadshow – Jonathan Smith has offered a slot at the upcoming Community Council Forum on the 6<sup>th</sup> February. It was agreed that Michelle and Margaret will attend.</p> <p>Other examples of group to visit include: Equalities Participation Network, Youth Network, Chairpersons Forum for Management Committees, Regeneration Matters, Police Young Volunteers/ Champions Board.</p> <p>Slide deck to be prepared for Community Council Forum which can be used again for other visits.</p>	<p>All</p> <p>MC/AS</p> <p>MC, DB, MS, MW</p> <p>MC/MS</p>
4.	<a href="#">Stretch Outcome 16 Improvement Projects Overview Report</a>	All	<p>Group agreed the project managers for the improvement projects under stretch outcome 16 and timescale for producing charter. PMs had already been approached as part of the development of the community empowerment strategy which confirms lead partners.</p> <p>16.1 City Voice (ACC/ GREC) – Dave Black, April</p> <p>16.2 Child Rights (ACC/ PS/ NHSG) – TBC</p> <p>16.3 Testing Community Ideas (ACC) – Allison Swanson, April</p> <p>16.4 Community Involvement (ACC/HSCP) – Jade Leyden and Iain Robertson, April</p> <p>16.5 Community Funding (ACVO) – Maggie Hepburn. April</p> <p>16.6 Celebrating Communities (SHMU), April</p> <p>16.7 Capacity Building (NHSG) – Elaine McConnachie, April</p>	

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			Project managers will receive starter pack to support them to get their project started. They are also required to attend improvement bootcamp to ensure a foundation level knowledge of using quality improvement.	MC
5.	<b>Review of Group Membership</b>	All	Michelle advised that she will be conducting a review of group membership to ensure it consists of partner representatives and improvement project leads. Other members on the group may become involved in improvement projects rather than remain on the overarching group.	MC
6.	<b>Locality Planning Engagement</b>	MC/ JL/ IR	Iain and Jade provided a brief update on the renewed focus on implementing the integrated locality planning model agreed in 2021 through the newly integrated locality planning team being led by Iain and Jade. Jade has moved across into the Community Planning Team. Michelle to issue the final report on the <a href="#">review of integrated locality planning</a> as a reminder to members. Locality planning updates will be provided under project 16.4 Community Involvements for future meetings.	MC
7.	<b>CLD Plan Progress</b>	CW	CLD Annual Report – An easy-read version of the report discussed at the last meeting will be produced by Colin. Margaret will follow up with Colin for an update on progress and timescale. Michelle also advised that she has been in touch with Colin about the absence of data in the report.	CW
8.	<b>Date of next meeting</b>	All	23 February 23	