

Community Empowerment Group

Thursday 27 April 2023, 2-4 pm

Member	Present
Michelle Cochlan, Aberdeen City Council (Chair)	Yes
Maggie Hepburn, ACVO (Vice Chair)	Yes
Claire Smith, Police Scotland	Partly
Dave Black, GREC	Yes
Susan Thoms, ACC	Yes
Colin Wright, ACC	Yes
Martin Wyllie, ACC	Partly
Elaine McConnachie, NHSG	Yes
Iain Robertson, ACHSCP	Yes
Margaret Stewart, ACC	Yes
Anne McAteer, ACC	Apologies
Jade Leyden, ACC	Yes
Murray Dawson, SHMU	Apologies
Allison Swanson, ACC	Yes

Item	Title	Lead	Notes/ Actions	Responsibility
1.	<b>Welcome &amp; Apologies</b>	All	Apologies from Murray Dawson. Welcome to guest speaker Megan Douglas from Aberdeen Foyer for item 2.	
2.	<b><a href="#">Presentation on Nightstop</a> – Megan Douglas, Aberdeen Foyer</b>	MD	<p>Megan gave a very informative presentation on the Foyer’s new nightspot initiative and sought support from members on reaching communities with the information. Slides will be circulated.</p> <p>Allison advised that information is already being shared with community planning stakeholders via email, MS Teams and social media and this will continue. Margaret advised that she is helping share via libraries. Iain also updated that this is being shared widely across the Health and Social Care Partnership. All members agreed to onward sharing and re-posting of information to help cascade.</p> <p>Members had comments and questions on the initiative including number of hosts so far, training support, trends and learning from elsewhere and whether promotion messaging could clearer to help manage expectations of what a host is required to do and attract more people. Megan happy to follow up with interested members outwith the meeting.</p>	

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3.	<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 with the exception of:</p> <p>Colin Wright to coordinate input of Dave and Maggie as well as others into the document started by Allison to create a list of community groups currently engaged in the work of Community Planning Aberdeen – Colin sought clarity on expectations for this task. It was agreed that Colin would compile a simple list of all known community groups that Community Planning Aberdeen has touch points with through CLD, LOIP projects (as advised by Allison) and the Locality Plans. The list should include the name of the group and a contact email and/ or website. This will be developed into a directory as part of project 16.3 which other members will be asked to contribute to. The format of the directory will be co-designed with LEGs and PNPs. This builds on the work started by Dave with the Directory of Equality-Related Groups and organisations.</p> <p>MC to confirm date Cate Armstrong will be attending to discuss Asset Transfer – Jade updated that Cate Armstrong and Alistair Reid have agreed to attend the next meeting. Maggie also confirmed that Sandy Mathers will attend along with a colleague from Community Ownership Support Service.</p> <p>Colin circulated a working draft easy read CLD Plan Progress Report. Members to provide comments back to Colin by the end of next week – Colin advised that he has had no feedback on the draft and will therefore proceed with the proposed format. Colin will pick up with Murray on comments provided at the last meeting. Colin will take the report to the next meeting.</p> <p>SEFARI – Martin to meet Ruth Wilson and Jane Atterton and circulate the slides – Due to annual leave Martin has not been able to arrange the meeting yet but will circulate the slides today.</p>	<p>CW/AS/JL/IR</p> <p>JL/CA</p> <p>CW</p> <p>MW</p>
4.	<b>Update on Community Gathering 13 May</b>	MC	<p>Michelle updated the group that planning for the event is going well. The event will host 24 stands and an evaluation form is being developed to capture feedback and data about current knowledge of community planning Aberdeen. As well as the stalls there will also be 2 workshops running and activities for children and young people. Although sign up is optional due to it being a drop in event, we have 53 tickets booked so far. Members of the event team will be appearing on shmu on the run up to the event to help promote and posters are being printed for display in public areas.</p> <p>The organising events team are seeking more volunteers to fulfil roles at the event. Members were asked to send names to Michelle and to help promote the event by cascading information being sent by email and on social media. Michelle thanked the CEG sub group for all the work that has gone into planning the event – Martin, Margaret, Dave and Jade. We've also had help from Charlotte, Anne Knight and Carol Hannaford</p>	

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5.	<b>SO16 Improvement Project Updates</b>  <b>New reporting template/ guidance</b>  <b>Risks/ Issues</b>  <b>Successes/ Improvements</b>	All	<p>Michelle confirmed that project charters were approved at CPA Board yesterday. Well done to everyone for progressing these. The charters are living documents which can be altered but the current versions will now be published online.</p> <p><u>New Reporting Template/ Guidance</u> Allison presented the project update template that was issued in advance of the meeting. Project managers will be required to complete this on behalf of their project teams monthly. This will be uploaded onto the CPA monthly reporting dashboard. Allison explained that one of the change ideas for project 16.3 is to introduce a new section to the project update report about community involvement to encourage a greater focus on this. This new section will be tested with the Community Empowerment Group project updates. The first updates from PMs to be considered by Community Empowerment Group on 25 May prior to being submitted to the CPA Board. Allison will send the link to the new project templates.</p> <p><u>Project Team Meetings</u> Maggie advised that she has not yet had her first meeting for project 16.5 and members were not aware if Murray has convened a first meeting for 16.6. Margaret updated that although she has not had a formal project team meeting for 16.2 she has been linking in with individual team members. First meetings for all other projects have now happened or are scheduled to happen this week.</p> <p><u>Risks/ Issues</u> Project 16.3 Allison highlighted that there was a risk in terms of the timing of SCDC training being delivered to PMs on community engagement. Jade agreed to follow up on when the next session would be available and whether it could be recorded for future use.</p> <p><u>Successes</u> Project 16.1 Dave updated that a workshop has been planned to discuss how to increase the diversity of groups represented on the City Voice panel.. Learning from the workshop will apply more widely. Dave shared link for sign up and asked all members to help share. He advised there have been 8 people signed up so far.</p> <p>Project 16.3 Allison has advised that 6 community members have come forward to be involved in LOIP Projects, 5 of these are for Children’s Services projects. The project team will be testing the process with these community members.</p>	<p>All Project Managers</p> <p>MH/ MD</p> <p>JL</p> <p>All</p>

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6	<b>New Online Community Empowerment Toolkit – See <a href="#">Link to current pages</a></b>		<p>Michelle advised this item has been added to the agenda as it is a cross cutting change idea. Although a key deliverable of project 13.7, all projects will have some input into the online toolkit.</p> <p>Elaine advised that the first project team meeting for project 16.7 happened yesterday and the toolkit change idea was also raised at the Grampian Engagement Network. Elaine will be doing some scoping with project team member Claire from Health Improvement Scotland to understand local resources available. The project team will also be mapping out opportunities to take the toolkit to staff and communities and open a conversation about how it could be developed. Will be using a Microsoft form to capture feedback.</p> <p>The project team hope to develop resources that will be used across Grampian and engaging the Grampian Engagement Network in its development. Elaine will be asking people where resources should be hosted so they are easy to find. Don't want to duplicate what is already out there and need to be clear on what the toolkit will deliver.</p> <p>Elaine will work with the project team to develop the form and send to CEG group for feedback.</p> <p>Dave raised the importance of involving a community rep in the design of the toolkit and noted there was no rep on the project team. Elaine advised this will be happen and that the workshop at the community gathering on 13<sup>th</sup> May will be an important source of community feedback.</p>	EM
7.	<b>Forward Planner</b>	All	Michelle asked members for suggestions for guest speakers to be scheduled as part of a forward planner for the rest of the year. Dave advised that he had some proposals for taking a themed approach. He agreed to work these up and will issue to members to add their thoughts.	DB
8.	<b>AOB</b>		N/A	
9.	<b>Date of next meeting</b>	All	25 May 2023	