

**NOTE OF MEETING OF
THE COMMUNITY ENGAGEMENT STRATEGIC GROUP – THURSDAY 25 AUGUST 2011**

Present

Councillor Eric McGillivray (Chairman)	The Moray Council
Elaine Brown	NHS
Alastair Kennedy	Joint Community Council
Chief Inspector Hugh Mackie	Grampian Police
Carin Schwartz	Moray Area Forum

Also Present

Councillor Lorna Creswell	The Moray Council
Councillor Allan Wright (ex-officio)	The Moray Council
Chris Third	Scottish Health Council

Apologies

Rae Cameron	Grampian Fire & Rescue
Caitlin Forbes	Youth Council

In Attendance

Bridget Mustard, Corporate Policy Unit Manager
 John Ferguson, Community Planning & Development Manager
 Martine Scott, Project Development Officer
 Shelley Flett, Project Officer
 Darren Westmacott, Committee Services Officer as Clerk to the meeting

1	Introduction from Committee Services	Darren Westmacott introduced himself to the meeting and provided the Group with information on the service he would provide. Following discussions, the Group agreed that the Clerk would provide a minute with action column as a record of the meeting.	Clerk
2	Minute of Last Meeting dated 19 May 2011	The Minute of the Community Engagement Group of 19 May 2011 was submitted and approved.	Clerk
3	Presentation from Scottish Health Council Representative – Chris Third	The Community Engagement Group noted a presentation from Scottish Health Council (SHC) representative, Chris Third, on the service that the SHC provides. It was agreed to liaise with the SHC on future events and projects that are relevant to the services they provide.	

4	Outcomes from the Community Planning Board on 7 July 2011	Following consideration, the Community Engagement Group noted the outcome of the reports submitted to the Community Planning Board on behalf of the Community Engagement Group.	CPDM
5	Role of the Community Engagement Group	Following consideration, the Community Engagement Group agreed the role and remit of the Group subject to the amendment of “facilitation” to “enabling and supporting” in the Role of the Community Engagement Group.	CPDM
6	Alignment of Community Engagement Priorities and Related Outcomes	<p>Chief Inspector Hugh Mackie advised that he felt that the wording of the priorities at para 3.1 of the report should mirror that at para 3.2 of Item 4 “Outcomes from the Community Planning Board on 7 July 2011”. This was agreed.</p> <p>Following consideration, the Community Engagement Group agreed and approved the alignment of the outcomes with the three priorities.</p>	CPDM
7	Community Engagement Manual	<p>Following consideration, the Community Engagement Group noted that Carin Schwartz and a volunteer from Grampian Police and NHS would take on and continue the work of producing the Community Engagement Manual alongside Martine Scott, Project Development Officer. It was also noted that Chairman would attend some meetings but could not commit fully.</p> <p>The Group agreed that the working group would aim to have an outline of the manual completed for the Community Engagement Seminar in October.</p>	MS, Police and NHS
8	Community Engagement Seminars	<p>Following consideration the Community Engagement Group:-</p> <ul style="list-style-type: none"> (i) agreed an outline format for the seminar including a workshop on the Community Engagement Manual, and (ii) noted that Rae Cameron and Alastair Kennedy would form a working group with support from John Ferguson and Martine Scott to deliver the seminar. 	JF and MS

9	South Lesmurdie Community Engagement Pilot	<p>The Group were advised by John Ferguson that it was his intentions to begin the pilot in October.</p> <p>The Group agreed that there was a need to identify key stakeholders and get the relevant managers in a meeting to share information. John Ferguson and Elaine Brown agreed to identify stakeholders and contact them.</p> <p>Following consideration, the Community Engagement Strategic Group agreed to the establishment of a South Lesmurdie Community Engagement Pilot Group who will provide a more detailed report on the pilot to this group.</p>	JF and EB
10	Public Service Improvement Framework	<p>Following consideration, the Community Engagement Group agreed to participate in the Public Service Improvement Framework assessment and noted that Carin Schwartz would meet with the Improvement Service on Thursday 13th October 2011.</p> <p>It was noted that a report would come to the Group with feedback on the assessment.</p>	CPUM
11	Proposed Dates for Future Meetings	<p>Following consideration, it was agreed that the Group would meet on Thursday 8 December 2011 at 9.30am and Tuesday 7 February 2011 at 9.30am.</p> <p>It was also agreed that the Group would advise Shelley Flett of their availability between 19 September and 7 October to arrange a meeting within that timescales.</p>	Clerk SF

12.	The Moray Economic Strategy and Elgin – City for the Future Final Draft Reports Proposals for Community Engagement / Consultation	<p>Following consideration, and noting concerns, the Community Engagement Group agreed to note that:</p> <ul style="list-style-type: none"> (i) arrangements are being progressed for the organisation and running of exhibitions and workshops to engage and consult the public on the Final Draft reports on the Moray Economic Strategy and Elgin – City for the Future Project, as outlined in Section 4 of the report; and (ii) in accordance with the agreement of the Special Meeting of the Community Planning Board on 20 June 2011, the responses from this Community Engagement / Consultation will be subject of a further report to a special meeting of the Community Planning Board (minute refers) 	Head/ Dev Svs.
13	Community Engagement Exercise: Elgin Flood Alleviation Scheme – Oral Report by Acting Chief Executive	The Group noted an oral report on Community Engagement Exercise: Elgin Flood Alleviation Scheme.	Acting Chief Exec.
14	Tribute to Chief Inspector Hugh Mackie	The Group, in noting that this would be the last meeting of the Group prior to leaving his post in Moray to take up a new post in Aberdeen, joined the Chairman in paying tribute to Chief Inspector Hugh Mackie for his contribution to Community Planning over the years and wished him well on his new job.	