

**NOTE OF MEETING OF  
THE COMMUNITY ENGAGEMENT GROUP – THURSDAY 8 DECEMBER 2011**

Present

Councillor Eric McGillivray (Chairman)	The Moray Council
Alastair Kennedy	Joint Community Council
Willie Findlay	Grampian Police
Carin Schwartz	Moray Area Forum

Apologies

Elaine Brown	NHS
Rae Cameron	Grampian Fire & Rescue

In Attendance

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	Consultations & Surveys – A Discussion	The Group noted discussions about consultations and surveys, in particular regarding the differences between the two.	
2	Minute of Last Meeting dated 5 October 2011	The Minute of the Community Engagement Group of 5 October 2011 was submitted and approved.	
3	Community Engagement Seminar – 27 October 2011	Following consideration, the Group:- (i) noted the evaluation from the Community Engagement Seminar held on 27 October 2011 and agreed any follow up actions; and (ii) agreed that a meeting of the Group would be held in January 2012 to discuss the Community Engagement Manual and arrangements of the next seminar scheduled for 15 March 2012.	

4	Community Engagement Manual	<p>Following consideration, the Group:-</p> <ul style="list-style-type: none"> <li>(i) approved work done on the Manual so far;</li> <li>(ii) agreed the design and content of the remaining sections for completion, noting that Section 1 would need to be re-done;</li> <li>(iii) agreed that a detailed workshop relating to the Community Engagement Manual would be held with:- <ul style="list-style-type: none"> <li>(a) senior management of relevant organisations;</li> <li>(b) nominated officers from those organisations and officers from the voluntary sector; and</li> <li>(c) the Moray Area Forum and Joint Community Council</li> </ul> </li> <li>(iv) agreed that a presentation on the Manual would be given to the Community Planning Board on 29 March 2012; and</li> <li>(v) noted that an information presentation would be given to Elected Members in June or July 2012.</li> </ul>	
5	South Lesmurdie Community Engagement Pilot	Following consideration, the Group noted the recent engagement exercise in the South Lesmurdie area.	
6	Public Service Improvement Framework	Following consideration, the Group noted the update following the initial meeting with the Improvement Service.	
7	Statement of Outstanding Business	The Group noted the Statement of Outstanding Business.	
8	Date of Next Meeting	The Group noted that a meeting would be arranged for January 2012.	Clerk