


<b>Community Engagement Group (CEG) Action Note</b> (A sub group of East Lothian Community Planning working Group)	<b>Meeting date: 15<sup>th</sup> December 2010</b> Conference Room 1, John Muir House, Haddington	
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<b>Present</b>			
Bob Erskine (Chair)	Steve Harkins		
Bill Bradford	Rebecca Spillane	Meriel Deans ( notes)	Jim Goodfellow
<b>Apologies</b>			
Kaela Scott	Paolo Vestri	Caroline Davis	Ann Kivlin
Ginnie Moreton	Stephanie Kerr	Lisa Shine	
<b>In attendance</b>	Susan Austin, Scottish Health Council		

Agenda Item	Action	Who
<b>Welcome &amp; Introductions</b>	Jim Goodfellow is joining the group as representative for East Lothian Association of Community Councils. Susan Austin, was visiting the group from the Lothian office of the Scottish Health Council	
<b>Matters Arising</b>	Taken as agenda items	
<b>Small Grants Scheme</b>	<p>A sub group of the Community Engagement Group (Bill Bradford, Bob Erskine, Kaela Scott, Stephanie Kerr &amp; Meriel Deans) met yesterday (14.12.10) to discuss applications to Community Engagement Small Grants Scheme.</p> <p>6 applications were received .These were scored according to the assessment criteria that was emailed to the Community Engagement group. Applications were sent to the funding sub group in advance so that they could be read and scored individually before being discussed as a group The assesement criteria will be</p>	

	<p>made available to future applicants. The grant applications were agreed by the subgroup and brought to the Community Engagement Group for approval.</p> <p>3 grants of £500 each were approved to:</p> <ol style="list-style-type: none"> <li>1. Rail Action Group South East Scotland to buy a projector to support their work in engaging with communities to improve access to rail provision</li> <li>2. East Lothian Day Centre Network to provide facilitator for event establish this network of East Lothian Day Centres.</li> <li>3. East Linton Parents Group to fund sensory and kitchen planters for an intergenerational project.</li> </ol> <p>3 applications were rejected as they did not adequately fulfil the assessment criteria. These were:</p> <ol style="list-style-type: none"> <li>1. Dunbar Grammar School (Cluster) for the Martinez Exchange</li> <li>2. Dunbar Grammar School for the Accelerated Reader Project</li> <li>3. East Lothian Association of Community Councils to fund setting up a website</li> </ol> <p>Letters to be sent by Meriel to all of above :</p> <p>To check that the Day Centre Network is not being funded twice as they had been approved monies from elsewhere</p> <p>Rail Network Group, funding for projector agreed on the condition that they agree to share it with other groups within East Lothian</p> <p>This leaves £1500 for the next round of funding closing on 1<sup>st</sup> March 2011 Next meeting of grants sub group to be arranged for 1<sup>st</sup> week in March</p>	<p>Meriel</p> <p>Bill, Meriel, Bob , Kaela, Stephanie, Meriel</p>
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<p><b>Community Engagement Strategy and Action Plan</b></p>	<p>The final strategy is now available to download. It will be printed on a needs basis. The action plan is on the website. This will be updated on a regular basis. A flier about the strategy that was produced for the Community Planning Forum and is available on the website was tabled.</p>	<p>Meriel CEG</p>
<p>Visioning Outcomes in Community Engagement Training (VOiCE)</p>	<p>It was agreed that the group would read the action plan prior to next meeting..</p> <p>Training sessions on Visioning Outcomes in Community Engagement Training (VOiCE) Were held in November. The course went well, but there were some IT issues. In view of this, SCDC have agreed to run an extra free training in the Spring.</p>	<p>Meriel CEG</p>
	<p>VOiCE Train the Trainers course will be held in February 2011. In house VOiCE training for community planning partners will be planned following this</p>	<p>Meriel</p>
<p>Community Engagement Seminars</p>	<p>'Tools for Community Engagement'. Seminar to be run by Caroline Davis and Lisa Shine postponed till New Year</p> <p>It was agreed that further seminars and training would be something to discuss at the joint meeting with capacity building forum.</p>	<p>Caroline, Lisa</p>
<p>Website</p>	<p>The Community Planning Website is will be going live soon. The resources section of the community engagement page still has to be completed. We are looking for examples of community engagement projects to showcase on website</p>	<p>Caroline, Lisa CEG</p>

<p>Engagement around review of SOA 2009 and SOA 2011</p>	<p>The report to the Community Planning Board on 13.12.10 recommending the SOA 2011/ update of SOA 2009: Development Plan was tabled at this meeting.</p> <p>The Community Engagement Group are invited to the rescheduled meeting of the Community Planning Working Group on 17. 1.10 for the presentation by Jo Kennedy, external consultant on mapping exercise within each SOA theme group to review how community planning engages with communities in East Lothian</p> <p>The results of consultation regarding the next SOA 2011 building on the East Lothian Community Planning's Statement of Intent are currently being written up. A meeting will be arranged with the sub group of Community Planning Working Group and Community Engagement Group to discuss these.</p> <p>In light of the letter from the Scottish Government (in paper tabled), it was agreed to update the current SOA for the year 2011 – 2012 rather than planning a new one.</p> <p>The Community Planning Forum is now planned for the spring.</p> <p>See Further information in paper attached with minutes.</p>	<p>All</p> <p>Paolo, Bill, Linda, Kaela, Stephanie, Meriel</p>
<p>Community Engagement Group/Capacity Building Forum joint working</p>	<p>East Lothian Community Learning Partnership have approved that the Capacity Building Forum look at how they may work more closely together with the Community Engagement Group.</p> <p>Provisional dates for a joint meeting with Capacity Building Forum are on Wednesday 9<sup>th</sup> February or Thursday 10<sup>th</sup> February to explore potential for joint priorities. This would be run in a workshop format. Awaiting confirmation of date from Ann Kivlin.</p>	<p>All</p> <p>Ann, Meriel</p>
<p>Lothian and Borders Police Community Engagement Training</p>	<p>Bob Erskine, spoke about Lothian and Borders Police '8 stage engagement model training' that he attended recently with Stephanie Kerr.. Bob is working with a colleague in Mdllothian to see how it could be used locally. He will give an in depth presentation to Community Engagement group at a later date.</p>	<p>Bob</p>

Chair of next meeting	Volunteer needed to chair next meeting	All
Any Other Business	Link to community planning information from East Lothian council difficult to access as it is in 3 stages. Suggestion that a community planning landing page is made on East Lothian Council website with signpost to community planning. Meriel to discuss with Veronica Campanile, Community Planning Officer	Meriel
	Centenary for International Womens Day 2011- Diversity Network are offering funding for groups : contact Rebecca Spillane for more information	All
Date of Next Meeting	<p>Wednesday 9<sup>th</sup> March 2 pm – 4pm Venue tbc Tuesday 12<sup>th</sup> October, 10 – 12 am Large Training Room, 9 -11 Lodge Street, Haddington</p> <p>Provisional dates for joint meeting with Capacity Building Forum Wednesday 9<sup>th</sup> February or Thursday 10<sup>th</sup> February. Provisional Capacity Building No decision taken regarding following meetings till discussions take place with</p>	