

ABERDEENSHIRE COMMUNITY PLANNING BOARD – 20 SEPTEMBER 2017
ABERDEENSHIRE CITIZENS' PANEL – ANNUAL CONSULTATION PLAN

1. Recommendations

It is recommended that the Board:

- 1.1 **Note the Aberdeenshire Citizens' Panel Annual Consultation Plan for the year November 2017 - August 2018, as detailed in Appendix 1.**

2. Discussion

- 2.1 There continues to be an important requirement for the Community Planning Partnership (CPP) to engage with communities across Aberdeenshire, with the Community Empowerment (Scotland) Act 2015 and its related guidance emphasising the need to engage communities effectively in local decision making.
- 2.2 The Aberdeenshire Citizens' Panel has been consistently used as one of the CPP's longer term engagement mechanisms for over ten years. The panel has more than 1200 members throughout Aberdeenshire, and provides a reliable and robust mechanism to undertake community engagement to source public opinion. Four surveys are conducted per year, with topics being determined annually in advance. The next programme of surveys will begin in November 2017, with further surveys in February, May and August 2018.
- 2.3 Following a re-tendering process, Craigforth was selected to manage the Citizens' Panel. They have developed and issued the August 2017 survey and reported the results of the May 2017 survey thus far.
- 2.4 Partnership stakeholders were consulted on potential topics for inclusion in the 2017/18 programme. Appendix 1 outlines the Annual Consultation Plan and contains the various topics submitted by partner organisations.
- 2.5 Topics provide direct linkages to a range of organisational priorities and service delivery topics, including the LOIP. It is anticipated that survey results can be used as part of formal community engagement requirements and reporting processes. There may be capacity for the inclusion of additional topics during the year, as the surveys can sometimes require adjustment and rescheduling.

3 Scheme of Governance

- 3.1 The Board is able to take a decision on this item in terms of Section P in Part 2A of Aberdeenshire Council's Scheme of Governance as the committee responsible for conducting the process of community planning in the area.

4 Implications and Risk

- 4.1 An equality impact assessment is not required because there are no recommendations within the report for action that may have a differential impact on any of the protected characteristics. An equality impact assessment has previously been completed.
- 4.2 There are no staffing and financial implications as a result of this report.
- 4.3 The following risks have been identified as relevant to this matter on a Corporate Level: data protection; working with partners; and budget pressures – these are mitigated through the terms of contract with the research contractor, the annual consultation plan, and the flexibility within the contract to reduce costs as necessary or terminate the contract.

Report prepared by: Irina Bonavino, Policy Officer (Corporate and Community Planning), August 2017

Citizens Panel - SURVEY PROGRAMME Topics and Organisation (see notes below)	2017										2018			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
<u>51st Survey - November 2017</u> <ul style="list-style-type: none"> Child Poverty (AC) Car parking in Aberdeenshire (AC) LDP Main Issues Report (AC) Connected and Cohesive Communities (AC) 		•												
<u>52nd Survey - February 2018</u> <ul style="list-style-type: none"> Community Safety (AC) Sugar (NHSG) 					•									
<u>53rd Survey - May 2018</u> <ul style="list-style-type: none"> Waste Management (AC) Alcohol and Drugs (ADP) Loneliness (NHSG) Elderly Drivers (AC) 														
<u>54th Survey - August 2018</u> <ul style="list-style-type: none"> Cycling and Walking (Nestrans) Community Councils (AC) Satisfaction with public services (AC) Community engagement (AC) 								•						

Notes

- (a) **AC** = Aberdeenshire Council; **ACPP** = Aberdeenshire Community Planning Partnership; **ADP** = Aberdeenshire Alcohol and Drug Partnership; **Nestrans** = North East Transport Partnership; **NHSG** = National Health Service Grampian;
- (b) The elapsed timeframe from survey design to draft final report is incorporated in the shaded areas of the above table, with the • symbol signifying the month when surveys are distributed to panel members.

