

Issue	Comment	Response
Time Spent Travelling to Meetings/Distance to Meetings	Distance to meetings a problem	The requirement to move to a virtual way of working in light of the Covid-19 pandemic has assisted us in becoming more experienced with virtual meetings. We understand that virtual meetings are of great benefit to some members and will endeavour to continue to facilitate at least some form of virtual option for attending these meetings.
	As I now cover all of Argyll and Bute and West Dunbartonshire, personal attendance will be too much within the working day. Virtual meetings moving forward would be my preference.	
	F2F involves a full day due to travel	
	Would be happy with the length and content if they were virtual as this eliminates the travel.	
	The meetings are too big, too far away and if your broadband speed is very slow, virtual meetings are out of the question	
Time of Meetings	Morning 11am onwards; afternoon finishing at 4pm; evening starting at 6:30pm	We will be looking at timing of the meetings to facilitate best possible attendance of partners based on survey feedback and appreciate the confirmation of availability.
Dates of Meetings	Not sure when the meetings are	The meeting dates agreed until mid 2022, as agreed at the February 21 meeting of the Group are as follows: Thursday 28th April 2021, Tuesday 24th August 2021, Wednesday 3rd November 2021 and Wednesday 2nd February 2022. We will always endeavour to send a number of e-mails to Group members in the run up to meetings to confirm the date, time and location of meetings.
Frequency of Meetings	Keeping them to the same number per year would be fine	The meetings currently take place quarterly but we do communicate with the Group regularly by e-mail and via Basecamp outwith the usual meeting cycle.
Venues of Meetings	I would like to see, when we can, the historical movement of meeting around the area.	When restrictions allow, we will be looking at venues and ways of holding meetings in the future which would be most suitable for Group meetings and would best facilitate member attendance.

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Method of Meetings	Audio meetings are not conducive to active participation.	Video conferencing is possible while using Skype for Business. Members can choose to share their video during these meetings, this would only become an issue if it began to affect call quality at which point we would request that members used audio only.
	My understanding is that the meetings are only audio. Would it not be preferable to have a video/audio link using zoom? I think this could give a better feeling in terms of being part of the discussions?	Argyll and Bute Council are in the process of migrating to Office365 and the use of Microsoft Teams, and so it is likely that Microsoft Teams will be a platform used for this meeting in future. We are still in the process of ensuring the platform is ready for use in the way that we require it for these meetings and will keep the Group informed of our progress with this.
	Difficulties with Skype, prefer MS Teams or Zoom	
	Virtual meetings please, preferably using teams if possible	We do offer the facility for people to be dialled into virtual meetings via landline or mobile if their internet connection is poor. Although we do recognise that this may not be an ideal scenario for members wishing to join the meeting, the Chair does allow appropriate moments for participants joining by telephone to ask questions or provide updates. Anyone wishing to join a meeting in this way should contact Iona Campbell.
	The meetings are too big, too far away and if your broadband speed is very slow, virtual meetings are out of the question	
Agenda Length	Agenda and meeting too long	We thank everyone for providing feedback on this matter and recognise that the majority of respondents feel that the agendas and meetings are often too long, we will certainly ensure that this is taken into account for future meetings when setting out the agenda.
	The agendas can be pretty full and it might be helpful to share information prior to the meeting	
	Just shorter meetings with fewer speakers	
	The length of meetings eats into a lot of working time.	
	I am interested in attending, but sometimes the agenda is just too big, and not all of it is relevant to my organisation	
Would be happy with the length and content if they were virtual as this eliminates the travel.		
Minutes Length	Nobody concentrates for more than 1.5 hours. The meetings are far too long and so are the minutes. I do however read the minutes.	The minutes of the meetings do provide some detail around discussions which have taken place. The minutes are formatted in this way to assist any partners who have not been able to attend the meeting to get an understanding of what has been discussed, however we would be happy to provide shorter minutes if that is the view of partners.

Issue	Comment	Response
Community Input/Relevance of Items and Meetings	Some items are area specific and not relevant/of interest to all attendees. However where items relate to the whole of MAKI it is important that all have a voice	The agenda for the Area Community Planning Group meetings aim to include relevant issues and topics which could affect a number of partners of the Group. The agendas are flexible and we would really welcome any suggestions for items which partners would like to see discussed. We would encourage any partners who would like to provide suggestions for topics to submit them via Basecamp or to pass them on to Iona Campbell or Shona Barton.
	Helpful if attendees bring information from their community to make the meetings more relevant	
	Relevant information for our communities and organisations	
	I only read the information relevant to my community and organisations.	
	The meetings are of interest albeit not always fully relevant to our organisation	
	I have followed the minutes for about a year and a half. The lowest importance is our community groups. Community organisation reports are recognised and filed - that is all. At the last meeting, virtual there was only 1 unpaid worker there representing Islay CC.	Reports from community organisations are discussed during the meetings and partners in attendance are welcome to share ideas, comments, suggestions or assistance to other community organisations which provides valuable networking opportunities. We are very lucky in the Mid Argyll, Kintyre and the Islands Area to have such a diverse range of attendees with many skill sets and innovative ideas. We would hope that the Area Community Planning Group meetings assist in building positive relationships between partners and hope that this will continue and improve through time. It should be noted that, other than those whose job role includes assistance in facilitating the meetings, there are no 'paid' attendees of the Area Community Planning Groups and those who attend the meeting do so by choice, which we are very grateful for. In the event that there may be some confusion around the nature of the Area Community Planning Groups or the role of attendees, please do not hesitate to contact Iona Campbell, Shona Barton or Samantha Somers for further information.
	Very little ever gets done it is all talk.	
In order for the meetings to be of interest to me, a volunteer representative of at least 2 community organisations in my area there needs a commitment from the paid attendees to make contact with community groups outside the meeting. Other wise it is just a talking shop. MAKI Community Planning meetings have completely lost the "community" aspect of their work. Where are our community development workers? The larger the meeting the less impact. It will feed in information to this meeting possibly via local councillor or as a report but it is not a good use of my time to attend.		

Issue	Comment	Response
Community Input/Relevance of Items and Meetings	Offer a keynote speaker	At each meeting we try to have a 'Community Focus' item which gives an opportunity for a representative from a local organisation to provide the Group with an update on their work, as mentioned previously we would really welcome any suggestions from partners on anyone that they would like to attend to give one of these updates and any such suggestions can be submitted to Iona Campbell or Shona Barton.
	Would it be possible to cover the Agenda items in such a way that not everyone was required to be in attendance throughout the duration of the meeting? eg first items could be those in which all communities have an interest, then cover specific items area by area?	At present, the agenda is set out in such a way that partners updates are the first substantive item on the agenda to ensure that all partners are given the opportunity to provide an update at an early stage in the meeting. Although we would always hope that partners are able to stay for the entire duration of the meeting, it is possible for partners to join and leave the meeting for items they have an interest in. It is difficult to gauge interest of individual communities and organisations due to the diverse nature of the Mid Argyll, Kintyre and the Islands Area but we hope that all items would have at least some relevance to most partners in attendance.

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Duplication of Reports Across ACPGs	There are 4 ACPGs; officers attending ACPG often have to listen to the same updates they've already heard at other meetings.	Although there are occasions where the same officers or representatives from the same organisation attend all 4 Area Community Planning Groups, often the individual reports of presentations are adapted to highlight areas of importance to each location. It may be that a general updates session for all areas could lose some of the 'local connection' which is so important to the Area Community Planning Group meetings, however we are happy to take the views of partners on this.
	Perhaps a general updates session where reports that are the same for all areas could be discussed once instead of 4 times would cut down meeting time and increase attendance	
Presentation Length	Meetings need a strong Chair, the most recent meeting was fine but some previous meeting have been too long with individual contributors talking for too long and proceedings not been moved on timeously.	Usually, we do attempt to limit presentations to 15 minutes, however we note that there have been circumstances previously where some presentations have continued for longer than this. We will certainly discuss these points with the Chair in advance of meetings and advise those providing presentations of the suggested time frame for future meetings. It is hoped that, as has been the case for recent meetings, requesting that partners submit written updates in advance of the meeting where possible may assist in reducing presentation times.
	Presentations should be much more concise.	
	Speakers could have a time limited period in which to make their presentations?	
Confusion around Role of Organisations	I find it confusing as to how various organisations fit together. If there is a confusion it just puts me off a little from engaging.	Information around the Community Planning Partnership as a whole and the way in which the MAKI Area Community Planning Group fits into this is available on the Argyll and Bute Council website page at the following link: https://www.argyll-bute.gov.uk/council-and-government/community-planning-partnership . In particular the 'Argyll and Bute Community Planning Partnership Welcome Pack' outlines a lot of key information around this at the link below: https://www.argyll-bute.gov.uk/council-and-government/community-planning-partnership . For any further information, partners should please feel free to contact Iona Campbell, Shona Barton or Samantha Somers who are always happy to assist.

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Time Pressures/Other Commitments of Partners	As a volunteer I have certain amount of my time that I can allocate to the community volunteering part of my life. I do this gladly and willingly but it is not infinite. This year we have managed a large grant and food scheme through Comm Support Fund and are now managing Comm Recovery Projects. Investigating and learning Teams and then Zoom etc. etc. It just means that we are all tired and busy and I didn't have the energy to also spend an hour or two on the MAKI CPG. This is not a comment on the way they are run or the agenda.	We really appreciate all partners who attend the meetings and fully understand the additional pressures that are faced at the moment, especially in light of the ongoing Covid-19 pandemic. We hope that by taking on board feedback from partners through this survey, we will be able to assist in whatever ways we can to allow partners to attend, but we do recognise that this may not always be possible. We hope to provide some assistance with this through including the option of providing written updates which can be submitted in advance; the use of Basecamp for discussions outwith the meeting; and confirmation that deputies can attend meetings where the named representative is not available. If there are any other ways in which we can assist partners then please do not hesitate to contact Iona Campbell in advance of the meetings.
	I can attend as long as my work commitments allow.	
	I don't know if I can attend the whole meeting every time.	
	Apologies for low attendance laterally, I have had to step out recently due to home-schooling or parental nursing issues, I will in future try to arrange a director to take up the meetings if possible.	
	I'd make every effort to attend.	
Survey Feedback	This wasn't a particularly good survey - simply asking the same questions in a slightly different each time.	Thank you for your feedback, we attempted to provide a range of questions on a number of topics which may have an effect on partner attendance. If there were any aspects of this which you feel were not covered within the survey, please don't hesitate to contact us further.
General Feedback	Thank you for reaching out and for the meetings. The couple I have attended I found very valuable and well run.	Thank you to everyone who has provided feedback through the survey. We really appreciate those who have taken the time to do so and all feedback provided will help us to inform the ways in which we can improve the meetings and best facilitate partner attendance going forward.
	These are very difficult times for all committees to hold meaningful meetings but it is important that business continues as best as it possibly can and as there is no immediate sign of any relaxation of rules I think virtual meetings are here for a while.	
	The administration is always very good.	
	Recently started role as secretary for CC so will start joining meetings.	
	Not attended a meeting yet.	
	Happy (ish)	