

## **SUBJECT: Quarterly Monitoring Report for Community Engagement**

### **1. Purpose**

This is the Quarterly Monitoring Report for Community Engagement.

The remainder of this report focuses on proposed actions for the Working Group.

### **2. Actions proposed**

The Working Group is asked to:

- 2.1 Recommend all theme groups use Visioning Outcomes in Community Engagement (VOiCE tool) when carrying out partnership consultation and engagement.
- 2.2 Recommend any external consultants tendering for contracts for consultation or community engagement use the VOiCE tool.
- 2.3 Recommend all community planning papers and reports are brief, easy to read, have no acronyms (or include a key) and add a hyperlink to more complex documents.
- 2.4 Recommend all theme groups add Consultation and Community Engagement as a standing item on their agenda
- 2.5 Theme groups ensure that the engagement section on quarterly reports links with the actions proposed
- 2.6 Agreement to use the £1000 Budget underspends from October Small Grants Scheme and training budgets to award further grants in March 2012.

### **2. Background to actions**

3.1 – 3.2 The Community Engagement can only recommend use of VOiCE within partnership working. It is up to individual partnership organisations and their managers to request staff use VOiCE. Individuals support with VOiCE is only beneficial if people are supported and encouraged by their managers to use it. A review of the use of the VOiCE tool will be carried out to explore barriers to using it.

3.3 Brief, easy to read reports written in plain English, will make it easier for staff ( especially those working within a different speciality), as well as any members of the public who are attending community planning meetings or accessing papers online.

3.4– 3.5 East Lothian's Community Engagement Action Plan is being updated to include community engagement as a crosscutting theme. Feedback was given by the Community Engagement Group on community engagement as crosscutting themes from SOA theme group quarterly reports submitted in November 2011. The Community Engagement Group agreed they cannot be responsible for community engagement that is carried out within theme groups, but they can question or comment on what engagement is planned or has taken place. Reference again was made to the VOiCE tool and how it would help partners carry out community engagement. It can help them analyse the need for engagement, plan it, carry it out, plus monitor and evaluate their engagement process.

The Community Engagement Group recognises the example of good practice by the community safety group by adding community engagement as a standing item on their agenda. Some monitoring reports state that the actions proposed are not applicable to communities when there is reference to community engagement being carried out within the quarterly outcomes update or people are aware of relevant engagement taking place.

3.6 Grants will only be awarded if they meet the assessment criteria

#### **4. Equalities Impact Assessment (in relation to actions)**

4.1. This report is not applicable to the well being of equalities groups. An Equalities Impact Assessment is not required.

#### **5. Resource Implications (in relation to actions)**

There are no resource implications to this report.

#### **6. Community Consultation and Engagement (in relation to actions)**

6.1 Conduct review of use of VOiCE tool to explore barriers to use

6.2 Conduct review of Showcasing Community Engagement lunchtime seminar programme

#### **7. Background Papers / Appendices**

7.1. Further information about what is going on in within the Community Engagement Group can be found on the Community Engagment pages of the East Lothian Community Planning website:- [www.eastlothiancommunityplanning.org.uk/engagement](http://www.eastlothiancommunityplanning.org.uk/engagement)

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