

East Lothian Partnership

REPORT TO: EAST LoTHIAN PARTNERSHIP

MEETING DATE: 20th January 2016

BY: Chief Executive, East Lothian Council

SUBJECT: Community Engagement Framework Monitoring Report

1 PURPOSE

- 1.1 East Lothian Partnership Community Engagement Framework 'People's Voice: getting it right – our framework for engaging people and communities' was approved and adopted at a meeting of East Lothian Partnership in October 2014.
- 1.2 This is the first monitoring report which provides an update on implementation of the recommendations and the use of the framework over this period.

2 RECOMMENDATIONS

- 2.1 That East Lothian Partnership notes current usage levels of the Community Engagement Framework.
- 2.2 That the Partnership and partners restate commitment to the Community Engagement Framework.
- 2.3 That partners agree to nominate a member of staff to join the Engagement Monitoring Group.

3 BACKGROUND

- 3.1 East Lothian Partnership's Community Engagement Framework was adopted by East Lothian Partnership as a means of supporting and monitoring the effectiveness of its community engagement.
- 3.2 In addition, East Lothian Partnership agreed that individual partner organisations should also consider adopting the Framework for use in their own organisations.
 - East Lothian Council subsequently agreed to adopt the Framework in relation to its own engagement activities; other partners have yet to respond.

- 3.2 At the October 2014 meeting, it was also agreed that a multi-agency Engagement Monitoring Group would lead on delivery of the Framework, providing support and advice and monitoring its use and that this Group should report to the East Lothian Partnership twice a year. The intention was for partners to nominate a member of staff with a senior role in engagement to join the Monitoring Group.
- 3.3 The current version of our Community Engagement Framework ‘People’s Voice: getting it right – our framework for engaging people and communities’ is on the [ELP web page: Engaging communities – getting it right](#). The framework has a set of eight tools to help decide on and work through the type of engagement which is right for a given piece of work and also to monitor and review the process; there are four type of engagement each of which is appropriate in different circumstances:
- Information giving
 - Consulting
 - Shared decision making
 - Co-design and co-production
- 3.4 At the time of adoption, the benefits of implementing the Framework were identified as:
- Informing the delivery of our services to ensure they are built around the needs of people and communities
 - Bringing consistency to the way we work and enabling partners to be confident that their engagement is robust and reflects good practice
 - Empowering people to plan and influence the future of their own community producing a greater sense of community spirit and pride
 - Responding to a range of national policy drivers
- 3.5 In addition, effective use of our Community Engagement Framework should prove particularly useful to help the Partnership (and member organisations) to evidence that it is fulfilling the obligations under the Right to Participation section of the Community Empowerment (Scotland) Act 2015 (to be enacted late summer 2016).

PROGRESS TO DATE

- 3.6 Following adoption of the Community Engagement Framework by this Partnership work took place to promote and monitor its use. This included:
- Emailing key staff in partner organisations with information on the Framework and providing printed copies of the Framework at a range of meetings.
 - Within East Lothian Council the Framework was publicised via the Intranet, eNews and Team Talk.
 - The [Engaging communities – getting it right](#) webpage was set up; with a power point presentation on People’s Voice; the 8 tools downloadable as forms; contact details for support; and information on ways people can make their voices heard in East Lothian – by getting involved or by giving views.

3.7 Table 1 below gives details of the Community Engagement Planning Records and the Review Forms completed to date as well as the learning.

Table 1: Community Engagement Planning Records / Review Forms Completed					
Title of Engagement Exercise	Lead organisation	Planning Record received	Date exercise concluded	Review Form received	Lessons learned
1. Improving the availability of broadband in rural and remote areas of East Lothian	Haddington and Lammermuir Area Partnership	Feb-15	Feb-15	No	
2. Fisherrow Regeneration	ELC Leisure and Recreation and the Fisherrow Waterfront Group	Feb-15	Feb-15	No	
3. East Lothian Health and Social Care Partnership Draft Strategic Plan	East Lothian Health & Social Care Partnership	Apr-15	Feb-15	No	
4. Youth Consultation (within the development of the Area Plan)	Haddington & Lammermuir Area Partnership	Feb-15	Mar-15	Sep-15	Allow more time between designing survey with young people and distributing it throughout the school
5. Dementia Friendly East Lothian	STRiVE	Apr-15	May-15	No	
6. East Lothian Community Hospital	NHS Lothian	Aug-15	May-15	Yes	One event had no service user involvement so would ensure it was planned around an existing event to ensure attendance All venues should be checked for supporting kit – hearing loops, lifts,

					etc. (one venue did not have hearing loops) Creating in advance an easy read handout Have questions available for people to comment on line for those who cannot attend an event.
7. Beach Wheelchair Project	North Berwick Coastal Area Partnership with the Beach Wheelchair Project Team	Feb-15	May-15	No	
8. Children and Young People's Service Plan	East Lothian Council / East Lothian Health and Social Care Partnership	Nov-15	Dec-15	No	

3.7.1 A total of 8 Planning Records have been submitted; only two Review Forms have been received as yet.

3.7.2 There have been a number of partnership policy / strategy developments where the Community Engagement Framework has not been used to assess/plan community engagement activity.

3.7.3 The planned multi-agency Engagement Monitoring Group has not yet been established formally, although a small group of staff involved in this work has met several times to promote and discuss progress. Plans to submit a report on delivery of the Framework to the East Lothian Partnership twice yearly have not come to fruition as it was felt that usage of Framework has not reached a level to make such reporting useful.

3.8 Fifteen months on it would seem fair to say that usage of the Community Engagement Framework is not yet at a level to show that it has been successfully introduced as a prerequisite for all ELP community engagement exercises.

4 POLICY IMPLICATIONS

- 4.1 This framework is a key tool to deliver Outcome 10, contributory outcome ‘Our communities are well informed and everyone has the opportunity to influence decision that matter in their local community’ The East Lothian Plan: SOA 2013 – 23.
- 4.2 Effective use of our Community Engagement Framework should prove particularly useful to help the Partnership (and member organisations) to evidence that it is fulfilling the obligations under the Right to Participation section of the Community Empowerment (Scotland) Act 2015, which will be enacted late summer 2016.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 This report is not applicable to the well being of equalities groups and an Equality Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

- 6.1 Financial - None
- 6.2 Personnel - None
- 6.3 Other - None

7 BACKGROUND PAPERS

- 7.1 [Community engagement framework](#), East Lothian Partnership, 8 October 2014

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