east lothian community planning

Community Planning Task Group: Notes and Actions

Meeting held on Thursday 8 May 2008, 2.00-4.00 pm
Bar Lounge, The Townhouse, Haddington.

Please note that due to time constraints this group has agreed to a Note and Action Sheet rather than minutes.
This document was prepared by Veronica Campanile, 19 May 2008.

In attendance

Barry Turner (Chair)	Elected Member, ELC / Chair of CPIG
Brian Duncan	Manager, Policy & Business Management, ELC
Caroline Davis	Dialogue Youth Coordinator, CLDS, ELC
Christine Dora	Research Assistant to the Administration, ELC
Don Ledingham	Director of Education, Education & Children's Services, ELC
Eliot Stark	Volunteer Development East Lothian
Joe Ryan	Development Manager, CLDS, ELC / Fa'side Community Planning Partnership
Kaela Scott	Community Development Officer, CLDS, ELC
Myra Galloway	Principal Officer CLDS, ELC / Preston Seton Gosford Local Service Management Group
Rebecca Spillane	Equalities Officer, Policy & Business Management, ELC
Stuart Currie	Elected Member, ELC
Tom Shearer	Head of Community Services, ELC
Veronica Campanile	Community Planning Officer, Policy & Business Management, ELC

Agenda
See Appendix 1 for the full agenda and relevant links

1. Apologies

Esther Wilson	Housing Strategy Manager, Community Housing, ELC
Jim Lamond	Head of Policy & Business Management, ELC
John Boyce	East Lothian Community Health Partnership
Pete Collins	Director of Environment, ELC

2. Notes & Actions of the previous meeting
The current agenda is based on the Notes and Action sheet (see Appendix I)

ACTION

3. Evaluation of local community planning experiences

Tom Shearer presented a report to this CPTG, which provided feedback on the evaluations of the two pilots (which had been discussed at a previous meeting) and 3 recommendations for discussion. It was agreed that the recommendations should be considered as 'Points to Note' rather than recommendations (full report in Appendix II).

There was considerable discussion on the report, as well as additional issues to consider in taking forward local community planning. Here is a summary of the points raised:
- A clear policy is needed to move CP forward (through a paper to the Administration and statement to Council in September).

- Leave room for modification of the policy – we may not get it right first time
- Councillors as elected representatives need to have a leading role
- Define staff roles before recruiting officers
- Community planning partners need to e involved in this discussion – they are participating in the local pilots
- Commitment to community planning is also seen through funding
- Evaluate and demonstrate the outcomes / value added with community planning
- Many ROA projects demonstrate outcomes. These baselines are being taken forward through the Fairer Scotland Fund
- The SOA will assist in everyone becoming responsible for community planning outcomes
- Some joint planning groups are not formally linked to Community Planning
- Community engagement is crucial – need to address involving those people who are not normally involved. People often want to sign up to a specific topic and for a short term commitment
- Involve people at the design stage of facilities/initiatives especially young people Workshop on 24 May with members of the two pilot groups will provide other important input

Action
Take the above discussion into account when preparing the planned reports to the Administration and Council

Tom S

4. a) Consultation on devolved decision making on services to communities

A written report was not ready for circulation due to the considerable volume of information. Most service areas have completed forms and some are still coming in. The response from user groups has been more limited (2 community councils, 2 local planning groups, 2 parent councils – others are pending). Veronica Campanile gave a verbal report on progress and emerging issues.

Action
The report will be circulated before the next meeting

Veronica C

4. b) Content of the Report on Localised Community Planning to Cabinet, June 08

This report should set the scene with guidelines and principles for taking forward localised community planning. It will be based on:
- recent points raised by Barry Turner and Stuart Currie
- summary points raised by Myra Galloway
- the evaluation of the current pilots (item 3)
- Barry Turner's paper of 23 April
- early discussions from this group

It was noted that information from the workshop between the two current pilot groups on the 24 May will be useful also but this is likely to be too late to inform this report.

This will be followed by a complete report to Council after the summer which will lay down the approach and the detail, including any significant changes needed in current arrangement.

5. Community Planning Review
Following Barry Turner's 23 April paper to Cabinet, there will be a further report to Council to agree the interface between strategic and local level community planning and review

current arrangement and working groups. The approach will focus on identifying priorities for consideration rather than on budgets but possibilities for greater devolution of decision making on services could be considered.

6. Website / mapping process

The Edubuzz demonstration had taken place as planned. This was followed by a paper from Don Ledingham Engaging with our Communities – the role of social media
http://edubuzz.org/blogs/donsblog/2008/04/21/engaging-with-our-communities-the-role-of-social-media

There was discussion on the role of web-logging as a tool for community engagement; a way of finding out more about what people want and think. There was consensus that this is a useful tool that should be included in a future community planning website.

However, information with an articulated vision for Community Planning in East Lothian is needed for partners and the public. This vision will become clearer through the reports to Council in June and September (as discussed in previous agenda points) and the ELCPP Communications Review (agreed at the last CPIG meeting) to define communication needs of service providers and communities.

The new ELC website will be able to host a stand alone Community Planning website with a range of facilities including weblogs, but this will not be on stream until the latter part of this year.

In the meantime, better information is needed for community planning partners and the public on community planning initiatives and it would be possible to build a database and temporary site which could be inserted into a final site.

Action
    a) Pilot community planning blogging through Edubuzz which will provide support to Garvald Community Council, Sustaining Dunbar and Humbie Community Council. **Don L**
    b) Develop a community planning database on a temporary website with the services of a consultant (as discussed at the last meeting). **Veronica C**

7 Community Engagement Action Plan and Task Group

An updated action plan was circulated (Appendix III), however, as there was insufficient time, discussion of both items is deferred to the next meeting. **Veronica C Tom S, Myra G & Joe R**

8. Next Meetings

19 June, 2-4pm, Conference Room 1 & 2, John Muir House, Haddington
28 August, 2-4pm, Education Meeting Room, John Muir House, Haddington **Veronica C**

Appendix I

east lothian community planning

Community Planning Task Group
Meeting, Thursday 8 May 2008, 2.00-4.00 pm
Bar Lounge, The Townhouse, Haddington

The meeting will be chaired by Cllr Barry Turner

Agenda

Welcome

1. Apologies

2. Notes/tasks of the previous meeting
   http://www.eastlothian.gov.uk/CMISWebPublic/CommitteeDetails.aspx?committeeID=77

3. Evaluation of local community planning experiences
   - Report to be circulated (Tom S)

4. Taking local community planning forward
   a) Consultation on devolved decision making on services
   - Report of preliminary findings to be circulated (Veronica C)

b) Content of Report on Localised Community Planning to Cabinet, June 08
   - For discussion (Barry T)

5. Community Planning Review, Autumn 08
   - For discussion (Barry T)

6. Website/mapping process/Edu-buzz demonstration/web-development session
   Link to report (Don L):
   http://edubuzz.org/blogs/donsblog/2008/04/21/engaging-with-our-communities-the-role-of-social-media/
   - Discussion and agreement of CP needs and approach

7. Community Engagement Action Plan
   a) Updated action plan to be circulated (Veronica C)

   b) Proposal for Community Engagement Task Group
   - Report to be circulated (Tom S, Myra G, Joe R)

8. AOCB

9. Dates of future meetings

Appendix II

REPORT TO: **COMMUNITY PLANNING TASK GROUP**

MEETING DATE: **8 May 2008**

BY: **TOM SHEARER**

SUBJECT: **EVALUATION OF LOCALISED COMMUNITY PLANNING PILOTS**

1   PURPOSE

1.1   To provide feedback on the evaluations of the East Lothian pilots for Localised Community Planning (LCP) in Fa'side and Preston, Seton and Gosford.

2   RECOMMENDATIONS

2.1 A staffing resource, ie team of Community Development Officers (or Community Planning Officers) should be established within CLD to support and facilitate Localised Community Planning and Community Engagement.

2.2 The existing pilots should be supported in agreeing the scope of their work, prioritising and planning (short, medium and long term). Clear remits/expectations should be agreed for:

✓ Local Service Management Groups

✓ Sub groups

✓ Council/agency officers

2.3 The proposed phased roll out of LCP on a cluster basis should continue, building on previous experience in the cluster area and informed by a the experience of the pilots and existing relationships. Existing good practice and partnership working should be clearly acknowledged and the focus should be on "what more" can be done, rather than "what can be done".

3 BACKGROUND

3.1   The Community Planning guidance that accompanied the Local Government Scotland Act (2003) states that:

"In the context of community planning, the main aim of community engagement should be to improve the planning and delivery of services to make them more responsive to the needs and aspirations of communities. This will require the Community Planning Partnership to seek the views of communities, but also to secure their active involvement as partners in community planning. It is particularly important that communities are involved in the planning and delivery of services at a local level, as it is at this level that agencies can come together to work with communities to address local problems and concerns in a way which cannot be achieved at a Council-wide level alone".

East Lothian has established pilots for Localised Community Planning within two of the seven multi-member wards – Fa'side and Preston, Seton and Gosford.

3.2 A key influence in the approach adopted by the pilots was the Tranent Social Inclusion Partnership (SIP) which was established in December 1999. Feedback on the SIP highlighted a number of features which were significant:

✓ A wide cross-section of local people, organisations and agencies were involved and demonstrated commitment to the work of the SIP and to improving their own community
✓ The chair of the Management Board was well-known locally for his work with community-based agencies, and was not an employee of any of the agencies
✓ Dialogue was multi-directional – agencies became better aware of each other's services and community needs; the community were more aware of services and contacts within agencies and felt their input was valued and, where appropriate acted upon. Relationships between agencies and the community were improved as a result, eg the police representative reported the development of meaningful links with young people and adults in the community.
✓ Professionals involved fed back to their colleagues, ensuring that all staff were aware of the direct and indirect impacts of the SIP
✓ Having access to discrete funding, resources and facilities meant it was possible to act quickly in terms of addressing issues.
✓ Tangible results, eg the establishment of Recharge and the Early Years Centre, were important in demonstrating that participation was worthwhile and could make a difference; community events, such as the annual fireworks displays, helped develop community spirit and cohesion.

3.3 POSITIVE ASPECTS

Evaluations have been conducted of the two pilots and the overwhelming feedback from communities and agencies is very positive. A number of common positive features or aspects have been identified:

Building on previous experience
Both pilots included individuals/community organisations with a track record of working locally for their communities. There was a history with some of sharing experiences, problems, issues, resources and skills. One of the greatest benefits of the pilots was identified as the development of even stronger bonds, and a greater understanding that resources/facilities/amenities could be shared rather than competed for. Participants reported a "sense of belonging" and appreciation at the involvement of a wide range of local people.

Structures and Communication
Representatives commented favourably on the fact that meetings were timed to be as accessible as possible, and rotated around various venues. The style of meetings was recognised as welcoming and inclusive.

Relationships
Community representatives reported that they were better informed about how the council operates, eg in relation to allocation of resources and budgets, and procedures. They valued the opportunity to meet and engage with council officials to explore issues perhaps before they become problems. Community representatives reported that they felt "listened to" properly

The process was described as open and transparent, with information being made available to all participants and time taken to explain detail so that everyone could be involved.

As a result, community representatives felt their expectations were more realistic and their frustrations were reduced. They also felt however, that the process could be a vehicle for raising expectations in relation to the effectiveness of service delivery in local communities.

Feedback from the Preston, Seton and Gosford pilot indicated a perception that there was better co-ordination of services.

Results
Feedback stressed that achieving tangible results was crucial – the various groups were not seen as talking shops, and as a result meetings were well-attended and participants were enthusiastic.

3.4 GOOD PRACTICE

The pilots demonstrated various examples of good practice, for example:

- ✓ The Preston, Seton and Gosford Community Safety and Wellbeing Sub Group were led and supported by a Community Development Officer in identifying areas requiring action. The group then agreed priorities resulting in a visual activities matrix. Officer support and expertise in taking a CLD approach was key to this planning activity.

- ✓ The Fa'side group identified communication between all groups and the community as crucial. An internal communications checklist was devised and partners asked their views on various aspects of communication. Various publications have been drafted to ensure groups are aware of the work of other groups and that the public are aware of the work of the partnership. A logo has been designed to assist with branding.

- ✓ The Prestonpans Initiative Team has highlighted good practice in agency/community joint working. This resulted in an increased number of "reassurance" visits by police, a notable reduction in anti-social behaviour calls and shared intelligence.

3.5 FUTURE DEVELOPMENT

The evaluations also highlighted a number of areas that could be improved or introduced:

Extending engagement
Feedback from both pilots stressed the need for comprehensive representation – one example of a group that needed to be more involved was young people. There was a strong suggestion that more local people needed to be engaged in the process, but also that increased commitment by local elected members and "those who can make things happen" is important. Evaluation of the SIP had suggested initial active involvement of the private sector which tailed off; neither pilot referenced any involvement by the private sector.

Communication
It was highlighted that, within the wider community, awareness of LCP and the work being undertaken was very low, and this was something that needed to be addressed; the LCP partnership needs to link to bodies such as community councils, to ensure they represent the communities' views.

Evaluation of the SIP had suggested issues with the name "Tranent SIP" and in that that those outwith Tranent did not have the same sense of belonging as those from Tranent. The pilot LCP partnerships have been labelled following the names for the relatively recently-formed multi-member wards; there is no evidence to date that residents of these wards identify with these names.

Structure
There was consensus that structures and objectives required clarification and regular review - local groups need to clearly understand the role of the Community Planning Partnership and the potential role(s) they themselves might have in community planning. There was a lack of development focus and clear, long-term objectives.

Questions were raised about approaches adopted - should the Localised Community Planning Partnerships focus on issues which applied to specific individual communities, or on cluster-wide issues. Further, should they be addressing issues or symptoms, eg in relation to graffiti, should the focus be on policing/clearing it up, or on identifying why people do it in the first place. The fact that these questions are being asked suggest that the partnerships still have to explore the scope of their role.

Each pilot had a central group with various sub-groups, and the relationships between all of these groups, and the potential for overlap and duplication of effort, were identified as areas of concern. The capacity and availability of participants to contribute to the various groups was seen as a potential issue.

Leadership of the various groups was raised as key to success; chairs need to demonstrate strong leadership skills, and have the time and energy to "make it work". The importance of building community capacity to take on lead roles in community planning was highlighted.

Resources
The need to ensure ongoing support, eg officer support especially to keep the momentum going between meetings and appropriate input at meetings from council staff, was clearly identified. There needs to be clarity on what is appropriate and what is possible, in terms of staffing commitment to and prioritisation of localised community planning; community expectations need to be managed to reduce frustrations.

Funding with some budgetary control, and access to resources (eg PCs, venues) were suggested by both pilots as important in enabling communities to participate in implementing community planning.

Results
The Preston, Seton and Gosford feedback highlighted that progress can be slow and results not always tangible which could lead to frustration. Addressing some of the issues above, particularly support and communication, could result in more responsive services.

4 POLICY IMPLICATIONS

There may be policy implications arising from the dialogues with communities – the Council needs to be flexible in reacting to this.

Localised Community Planning is essential to assist the Council and other partners in meeting their legal obligations in respect of community planning.

5 RESOURCE IMPLICATIONS

5.1 Financial - a budget for initiatives/projects/administration will be required

5.2 Personnel - an appropriate level of CDO/CPO per cluster will be required; committee servicing by administrative staff may be appropriate; staff time across council and other agency staffing cannot be quantified but will be essential.

5.3 Other - Access to community centre resources – IT, phone, meeting space - may result in increased overhead costs.

6 BACKGROUND PAPERS

6.1   None.

AUTHOR'S NAME	Wendy Macadie
DESIGNATION	Outreach Manager: Jewel and Esk College
CONTACT INFO	0131 657 7230
DATE	6 May 2008

Community Engagement Strategy 2007-2010   Appendix III: Taking Action / Updated 8.05.08

Outcome Priority 1
Community planning structures and mechanisms appropriate to different communities and localities are functioning across East Lothian and linking through the different levels

Outcome indicators/ How will we know we are achieving the outcome?	*How can we demonstrate this has happened?*
2007/8 Community planning mechanisms exist for all ward areas and some interest groups	Report from Community Planning Database on Website
2008/9 Up to date information on community planning mechanisms is readily accessible	Survey across communities assessing awareness of community planning mechanisms
2009/10 An increased range of services and groups are working in partnership and sharing decision making on service delivery	Annual review asking each group how well they feel they have worked together and influenced decision making

Actions **What will we do?**	**How will we do this?**	**Who is involved?**	**Yr 07/8**	**Cost**	**Notes**	**Progress**	**£ C/o**	**Yr 08/9**	**Cost**	**Notes**	**Yr 09/10**	**Cost**	**Notes**
Establish a Community Planning Task Group (CPTG) and a Community Engagement Task Group (CETG) responsible for developing and delivering community planning and engagement across East Lothian.	Agree members from services & planning groups, remit, reporting mechanisms, etc. Approve & proceed	CPIG	Jul-Dec	£1,000	Phase 1 pilot Existing staff time / admin budget	CPTG set up CETG pending additional staff	£1,000	Phase 2 Cont with CPTG & Establish CETG	£1,000		Phase 3	?	Phase 3 Cost to be assessed
Establish and maintain Community Planning/Engagement Website ▪ includes community planning and engagement mechanisms	Design proposal Discuss with CP groups Develop, pilot and improve	CPOff IT Cons CPIG CPTG CETG	Oct-Mar	£20,000	Phase 1 Development	Several avenues explored but no agreement reached	£20,000	Phase 1 Development	£20,000	Phase 2 cost to be assessed	Phase 3 Dev & maintain	?	Phase 3 – Cost to be assessed
Map existing community planning mechanisms, collecting views on additional requirements (e.g. structures, members, decision-making pathways, information pathways and contacts)	Design CP database & map integrated into new CPP website Collect data Promote the resource	CPOff CPTG IT Cons	Oct-Feb	-	Covered in above consultancy & CPOff time	Depends on previous item	-	Design CP database & map integrated into new CPP website Collect data Promote the resource	-	Integrated into CP website development	Maintenance	-	Integrated into CP website development
Produce an action plan for extending local community planning mechanisms across East Lothian and East Lothian wide mechanisms for other communities	Assess existing mechanisms/gaps Produce plan Approve with CPP	CPOff CPTG CPIG	Aug-Oct	£2,000	Phase 1 Development & support for groups	Ground prepared, budget allocated, evaluation report pending. Report req'd for the Adminstration &ELCPP	£2,000	Phase 2	£2,000	Phase 2 Cost to be assessed	Phase 3	?	Phase 3 Cost to be assessed

Produce a Creative Communications Action Plan for Community Planning/Engagement & implement ▪ linking with ELC Inclusive Communications Action Plan ▪ reaching a range of communities particularly those harder to reach ▪ building on existing and establishing new mechanisms	Summarise requirements from mapping exercise Draft plan & implement	CPOff Communications Task Group CETG	Jan-Feb	£5,000	Existing resources	CPIG approved Communications Review on 12 March. Plan under preparation	£5,000	1.Communications Review 2.Agree plan of action with task groups 3. Implement	£5,900 ?	Estimated resources needed	Cont	£5,000	Estimated resources needed
SUB TOTAL				**£28,000**			**£28,000**		**£28,900+**			**?**	

Outcome Priority 2
All communities, particularly children and young people, disabled people, those from different ethnic groups as well as other under represented groups, are more involved in community planning processes which are relevant to them.

Outcome indicators/ How will we know we are achieving the outcome?	*How can we demonstrate this has happened?*
2007/8 People feel they are able to get involved in different ways	Survey across ward areas and communities
2008/9 People feel confident in their abilities to get involved	Survey across ward areas and communities
2009/10 More people are involved in a range of community planning processes and issues	Survey across ward areas and communities

Actions What will we do?	How will we do this?	Who is involved?	Yr 08/9	Cost	Notes	Yr 09/10	Cost	Notes		
Review & Consultation Process: Gather intelligence on Community Engagement with a range of communities on subjects of interest; how they prefer to be consulted/engaged; support they need; best communication pathways	Review existing information Design consultation, implement & incorporate results into CP action plan	CETG CPOff	Oct-Mar	£2,000		-				
Review existing community capacity building work & extend as necessary	Review information Identify gaps/needs Establish flexible programme options	CETG ELLPCCB Forum ELTRP	Jan-Mar	£1,000	Phase 1 Existing staff time & support for initiatives	Phase 2	?	Phase 2 Cost to be assessed		
Partners review their approach to working with communities through: - self-evaluation processes - developing community engagement strategies / plans for each service, department, committee or group.	Finalise draft self-evaluation tool & timescales Promote & support Collect & share examples of strategies/plans	CP Off CPTG CPIG/CPP CETG	Feb-Mar	-	Phase 1 Begin with major partners using own funds	Cont	-	Phase 2 Each partner covers costs		
Partners allocate staff time, resources and funds to enable participation - travel expenses, food, caring options, access to accommodation, training/capacity building, language support, etc.	Partners include omm.. Eng. In service dev / action plans Collect info & share	CETG CPOff All partners	Oct - Mar	-	Phase 1 Begin with major partners using own funds	Cont	-	Phase 2 Each partner covers costs		
Develop a CPP Volunteering Strategy for East Lothian & review ELC's Volunteer Policy to extend volunteering options & recognise role of volunteers in developing services, *emphasis on Employer Supported Volunteering".	Set up CPP cross service task group and ELC task group Develop & approve policy proposals	VDEL Task Groups	Oct-Mar	-	Phase 1 No extra cost - partners staff time	Implementation	?	Phase 2 Costs to be assessed in policies		
Develop ELCPP Annual Conference as a key event to bring together service providers and a range of East Lothian communities and build joint working		CPIG/ELLP CEWG	Dec	£2,000	Funds matched by ELLP for 2007	Dec	?	Focus and cost to be assessed		
SUB TOTAL				**£5,000**			**?**			

Outcome Priority 3
Management, staff, communities and individuals have increased capacity in community engagement – confidence, knowledge, skills, and good practice and resources.

Outcome indicators/ How will we know we are achieving the outcome?	How can we demonstrate this has happened?
2007/8 Training needs of staff and volunteers have been recognised	Report
2008/9 More staff and volunteers from all sectors have recognised competencies in community engagement	Survey of local groups and services
2009/10 Volunteers, staff and groups know where to get support for community engagement and are accessing support	Survey of joint working groups and record of support supplied through community engagement task group

Actions **What will we do?**	How will we do this?	Who is involved?	Yr 08/9	Cost	Notes	Yr 09/10	Cost	Notes			
Prepare a joint training programme on community engagement for community planning partners which incorporates the NSCE and identifies further support needs e.g. understanding/planning for diverse needs and adapting the NSCE for specific services.	Collect info. on existing initiatives Identify staff needs to improve training & methods of engagement Discuss/agree brief Pilot initiative & extend	CETG Corporate Training Providers CPTG	Phase 1	£5,000	Phase 1 Development & pilot	Phase 2	?	Phase 2 Extension - cost to be assessed			
Embed community engagement competencies within corporate T&D programmes (ELC, CHP, etc.)	Research existing programmes & Review relevant competencies in existing local T&D programmes	CP Off CETG Employee Dev. Depts	Phase 1	£2,000	Phase 1 Consultancy costs & possibly additional resources	Phase 2	?	Phase 2 Pilot Costs to be assessed with key partners			
Extend availability of independent development support for diverse community groups to enable them to effectively influence community planning structures and outcomes and to work towards greater equality	Review current support available to groups Present proposals to improve support Pilot	CPP CETG	Jan-Mar	-	Phase 1 Development	Phase 2	?	Phase 2 Pilot - costs to be assessed			
Set up an ELCPP community engagement resource bank which any partner can access including: -Local staff expertise / skills -Resources & tools -ELCPP budget line with bidding mechanisms -Information signposting to additional resources;	Collect and disseminate information on staff & resources CPIG discusses budget line & mechanisms	Individual partners ELCPP	Jan-Mar	£1,000	Phase 1 Preliminary costs only. Budget line cost to be assessed	Phase 2	?	Phase 2 Costs to be assessed			
TOTAL				**£8,000**			**?**				

14

Outcome Priority 4
Sharing and promoting good practice, methods, resources and funds for community engagement have increased.

Outcome indicators/ How will we know we are achieving the outcome?	*How can we demonstrate this has happened?*
2007/8 Information on community engagement from a range of partners & services is publicly available	Reports from database on the website
2008/9 Joint planning groups are using this information for the planning and delivery of their services	Survey of planning groups
2009/10 ?	

Actions **What will we do?**	How will we do this?	Who is involved?	Yr 08/9	Cost	Notes	Yr 09/10	Cost	Notes			
Convert ELC Consulting Communities data base into an ELCPP Community Engagement DB	Draft new brief	C.S Off IT Cons CETG	Oct-Mar	-	Costs covered in website dev.	-		Completed & continued in development action			
Audit & record all Community Planning Partners' community engagement activities with emphasis on the initial stages and the changes in services (community planning outcomes)	Promotion of above Com. Eng database Implement & produce reports Plan of creative ways of collecting info/updates	CETG CS Off IT Cons	Feb-Mar	-	CS Off time	Phase 2	?	Phase 2 Assess staff time required for costs			
Promote use of community engagement information with planning groups, services and the general public.	Mini-plan advertising the information & recording use	CS & CP Offs CETG	perm	£2,500	Costs possibly covered in communications plan	perm	?				
Champion successful community engagement initiatives and share best practice! E.g. Annual award, section in C P newsletter and others, public access to community engagement map, annual conference, other events, etc.	Agree approach Include in CP communications action plan	CETG CPOff	perm	£2,500	Estimated cost for the award – tbc	perm	?	Cost tbc			
SUB TOTAL				**£5,000**			**?**				