

COMMUNITY ENGAGEMENT ACTION PLAN

TASK	KEY OUTCOMES	LEAD PARTNER	LEAD OFFICER	TARGET DATES
Final report on Corporate Community Engagement Audit to Corporate Services PPB	Present report to Members and agree future reporting arrangements and Member involvement	HBC	Dwayne Johnson	February 2010
Include community engagement in HBC corporate business planning process	Liaise with HBC Performance Management to incorporate community engagement activity in the corporate business planning process utilising the four tiers of engagement and evidence gathering of service impacts	HBC	Corporate Policy & Performance Management	
Audit Framework to be shared with partner agencies	Report to HSPB on context of community engagement across partner agencies in CAA process. Share HBC audit framework and support offered to partner agencies to undertake an organisational engagement audit	HBC	Nicola Goodwin	February 2010
Presentation to EEC Sub-Group of HSPB on audit framework and engagement strategy review	Present audit framework and findings for HBC, reiterate offer of support to partner organisations to undertake an audit	HBC	Nicola Goodwin	March 2010

	Key officers from partner agencies identified for a working group to review the community engagement strategy			
Review of partnership Community Engagement Strategy	<p>Multi-agency working group established with clear objectives and timescales for reviewing the partnership community engagement strategy</p> <p>Context of public policy and regulatory requirements across agencies established</p> <p>Explore best practice from other LSP's and other relevant bodies, i.e IDEA, Regional Empowerment Partnership, Involve, LGA, et</p> <p>Establish a baseline and understanding of engagement activity across Halton's agencies</p> <p>Revise strategy document with participation from all HSPB agencies</p> <p>Present draft strategy to HSPB to commence consultation with Halton's agencies, Members and the wider community</p>	HBC	Nicola Goodwin	March 2010

Review partnership toolkit for community engagement	Review and update the existing toolkit offering guidance on tools and techniques for engagement and key contacts across agencies			
Review Halton's consultation register	To provide a new web based system to record consultation and engagement initially for HBC to be rolled out to partners for sharing best practice, research and avoiding duplication	HBC	Neil McSweeney Sue Scott	April 2010
Review the partnership Community Engagement Network	Expand current network arrangements and membership to:- <ul style="list-style-type: none"> • Have a strategic role with membership from Halton's key agencies • Identify and plan multi-agency engagement activity as appropriate • Provide training for community engagement practitioners • Support future requirements in CAA on community engagement approaches in Halton 			