

Community Engagement Action Plan 2015/16

| Action | Targets | Timescales | Responsible officer |
|--|--|------------------------------------|--|
| 1. Engage with the public appropriately | | | |
| Engage with the public over service changes | <ul style="list-style-type: none"> Undertake three Citizen Panel Surveys per year | April 2016 | C&YI Officer |
| Involve young people in decision making and shaping the place they live | <ul style="list-style-type: none"> Plan events for Local Democracy Week (LDW) 2016 Support community organisations undertake appropriate engagement with young people using participatory budgeting | November 2016 April 2016 | C&YI Officer C&YI Officer |
| Engage equality groups / voluntary sector appropriately in Council consultations | <ul style="list-style-type: none"> Services to carry out impact assessment on all budget cuts to identify which equality groups will be most affected and need to be consulted Organise community days for members following district council elections in 2015 | December 2015 July 2015 | Service Managers C&YI Officer |
| Build relationships with the business sector | <ul style="list-style-type: none"> Facilitate Mid Devon Business Forum Co-ordinate a Business Rates Consultative Group | Bi-monthly Feb 2016 | Economic Dev Manager Head of Finance |
| Promote dialogue with parish and town councils | <ul style="list-style-type: none"> Review parish charter Promote 'Parish Matters' as a means to inform and consult with parishes | Monthly | Parish liaison officer |
| 2. Promote good practice in consultation | | | |
| Widely publicise consultations and community engagement activity | <ul style="list-style-type: none"> Use a variety of communication channels e.g. Facebook, Mid Devon Talk, Newscentre, Twitter, to publicise current consultations Look into the use of the Borders App, which updates users with local news, events, consultations, business offers. Use WIS to inform members of consultations | On going | Service Managers C&YI Officer All |
| Provide feedback | <ul style="list-style-type: none"> Use the URL's for the webpages to advertise the results Place summaries of consultation activity on the website Use the 'you said, we did' model in MDT & Parish Matters | Monthly Quarterly | Consultation Champions / C&YI Officer |
| Ensure the correct method is used to target a specific audience | <ul style="list-style-type: none"> Use the Link to disseminate information to officers to share best practice and advertise the preferred methods for different audiences | March 2015 | C&YI Officer |
| Co-ordinate consultations | <ul style="list-style-type: none"> Maintain the Consultation Calendar (outlook) Consultation champions to meet quarterly to identify joined up working and act as an advisory group. To identify consultations for the coming year in service plans | Monthly Quarterly March 2016 | Consultation champions Service managers |

