



Review of Participation and Engagement

Public Engagement Committee: Action Plan

Action	Summary	Responsible	Timescale	Update
Review of membership	Include consideration of: <ul style="list-style-type: none"> • Representativeness of current membership • Third/Independent sector representations • Young Persons advisor role • Periodic review of membership • Guest locality Chairs 	Public Engagement Committee	April 2021	Session with Public Engagement Committee Members held on 19 th August to discuss membership. New timescale: November 2021
Update Terms of Reference	To include: <ul style="list-style-type: none"> • Reference to identifying and monitoring the impact of engagement opportunities in relation to the development and delivery of health and social care services. 	Head of Business Development	Complete	

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Development of a revised standard agenda	Standard agenda revised to: <ul style="list-style-type: none"> • give adequate and proportionate importance and time for inputs from members of the public/ relevant organisations • be flexible • provide clarity on the role of the public in the Committee. 	Head of Business Development	Complete	
Define role of the Locality Engagement Officers and Locality Engagement Fora	Include consideration of role in: <ul style="list-style-type: none"> • Facilitating public contribution to the agenda • Public involvement/input at meetings • Cascading information from Committees to the public • Supporting role of external agencies. 	Heads of Planning Planning Managers Head of Business Development	April 2021	Discussions have taken place with Heads of Planning and Planning Teams to agree role of the officers and fora. Summary of discussion being prepared. New timescale: August 2021
Public awareness campaign	Initiate a public awareness raising campaign including: <ul style="list-style-type: none"> • The role of the Committee • When and where the Committee meets • Getting involved 	Head of Business Development	April 2021	Subject to conclusion of review of locality engagement arrangements delayed due to Covid and meeting planned between Locality Engagement Forum Chairs and Public Engagement Committee Chair (scheduled for August 2021). New timescale: November 2021