



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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Action	Summary	Responsible	Timescale	Update
Development of a revised standard agenda	<p>Standard agenda revised to:</p> <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	<p>Include consideration of role in:</p> <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	<p>Discussions have taken place with Heads of Planning and Planning Teams to agree role of the officers and fora. Summary of discussion being prepared.</p> <p>New timescale: August 2021</p>
Public awareness campaign	<p>Initiate a public awareness raising campaign including:</p> <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	<p>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).</p> <p>New timescale: November 2021</p>

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