	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R1	We recommend that the Council produces a Community Engagement Strategy, which should build on existing engagement mechanisms.	1	Agreed.	Community Engagement & Partnership Manager	31st March 2019	Partially Complete – Revised date 31st March 2020 Policy has been drafted to cover community engagement principles and initial internal feedback gathered. Currently out for secondary feedback. An information gathering event has been undertaken at SLT to understand scope. Strategy has been drafted and is out for initial feedback.

	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R2	We recommend that the Community Engagement Strategy should be supported by an engagement/consultation plan.	2	Agreed.	Community Engagement & Partnership Manager	31st March 2019	Partially Complete – revised date 31st March 2020 Community Engagement is in the Public Health's remit. An engagement plan will be provided through the delivery toolkit. Initial conversations have taken place with the Transformation Manager regarding how to address consultation processes across the Council. Day to day engagement will fall under 'business as usual', larger scale engagement projects will fall in scope here.

	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R3	We recommend that the community engagement team establishes a working link with partner organisation engagement functions, to allow for better local engagement coordination, avoidance of duplication and where possible sharing of intelligence and data.	3	Agreed.	Director of Public Health and Consultant in Public Health	31st March 2019	Complete Community Engagement Steering group pulls together departments to support and have overview of larger engagement projects. Comm Engagement Manager attends external meetings with key partner organisations to prevent duplication and share intelligence (i.e. NHS, VCFS) CE team will be including partner agencies in shaping strategy both internal departments & external.

	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R4	We recommend that the best practice guides being developed by the engagement team, outlines the process which defines the parameters regarding when it is appropriate to consult or not.	2	Agreed.	Community Engagement & Partnership Manager	31st March 2019	Complete –It has been agreed with the Corporate Delivery Team as Infusion lead Council Consultation, that guidance on when to consult will be added as an appendix within the documents but departments will be signposted to Infusion for a final decision regarding whether consultation is needed. It will be reviewed on a case by case basis. Where there is no legal duty to Consult it will be expected that departments undertake engagement.

	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R5	We recommend that the best practice guides that the engagement team are developing should contain high level guidance to support the early decision making on engagements and consultations to ensure the right methods and approaches are utilised to gain maximum returns.	3	Agreed.	Community Engagement & Partnership Manager	31st March 2019	Partially Complete – Revised date 31 Mar 2020 Best practice guide/toolkit draft in place which includes contacts engagement methods, how to and information on impact. In order to ensure a Blackpool wide process this is being developed in partnership with NHS and shaped by the CE steering board.
R6	We recommend that resources utilised on consultations and engagements is commensurate with outputs being sought.	2	Agreed.	Community Engagement & Partnership Manager	31st March 2019	Complete – guidance is included in policy.

	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R7	We recommend that the Council brings together a record of all engagement/consultation activity in order to ensure that it maintains a strategic overview and coordinated approach.	3	Agreed.	Community Engagement & Partnership Manager	31st March 2019	Partially complete – revised date 31 march 2020. Consultation activity is already tracked and recorded by Infusion. One off engagement projects will be reviewed and tracked by the Community Engagement Steering group. Everyday engagement is out of scope but larger one off activity will be tracked. An annual Community Engagement CLT report will be submitted to ensure wide oversight of activity.

	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R8	We recommend that all significant engagements/consultations seek legal advice at an early stage to ensure that a legally robust engagement is undertaken.	2	Agreed.	Community Engagement & Partnership Manager	31st March 2019	Complete – Head of Legal services sits on the steering group to advise as needed. Seeking guidance early will also fit as part of best practice within the toolkit.
R9	We recommend that the Council explores more beneficial cost options with Infusion.	3	This will form part of the best practice strategy guides/strategy.	Community Engagement & Partnership Manager	31st March 2019	Complete - Infusion has been reviewed by the Corporate Delivery Team. They no longer charge for activity funded by Blackpool Council service budgets if it clearly aligns with corporate priorities.

	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R10	We recommend that the Council aims to identify its engagement expenditure at a project and Council wide level.	2	Agreed.	Community Engagement & Partnership Manager	31st March 2019	Partially Complete – Revised date 31st March 2020 Day to day engagement is out of scope however larger one off projects will be encouraged through the toolkit to track their costs through evaluation as part of best practice. In addition the Transformation Manager is leading a piece of work to understand who outside of the engagement team is undertaking work, time commitment and council wide cost.

	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R11	We recommend that the community engagement team works with the Communications team to see how best social media intelligence can be captured and utilised by the Council.	3	Agreed and will try and link this with the data they are capturing from NHS.	Community Engagement & Partnership Manager	31st March 2019	The Communications Team are invited to the internal steering group and therefore have an awareness of community engagement activity and can provide advice on appropriate communication channels.
R12	We recommend establishing an internal community engagement group, which would bring the cohort of staff together from across the Council, which for example would allow for, sharing of best practice.	3	Agreed.	Community Engagement & Partnership Manager	31st March 2019	Completed – The group meets 3 or 4 times a year.

	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R13	We recommend that the community engagement team develop a database of interest groups and organisations that it works with, and makes it available for all Departments when considering any type of engagement or consultation.	3	Agreed.	Community Engagement & Development Officer	31st March 2019	Complete - Each directorate has a contact list of networks/groups relevant to them. Key distribution contact points will be included in the tool kit. i.e. Friends of Groups = Parks team
R14	We recommend that a systematic process is put in place to ensure that where we have sought views from the public we publish the feedback and its impact on the policy or decision.	2	Agreed.	Community Engagement & Partnership Manager	31st March 2019	Complete - There is already a space on the website for feedback/results. This will be reviewed and updated with the CE policy and strategy is embedded. Feedback loop to be promoted through toolkit to reinforce.

	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R15	We recommend that the best practice guides include a 'toolkit' of options that can be used, and where each option is likely to best suited.	3	Agreed.	Community Engagement & Partnership Manager	31st March 2019	Partially complete – revised date 31st March 2020 Engagement methods are highly influenced by projects. Options will be shared and recommendations suggested but responsibility for choosing the engagement activity that suits them sits within each department. Advice can be sort through the Steering Group.
R16	We recommend that the decision to place the community engagement function in Public Health is reviewed to provide the function with the best positioning and platform to affect community engagement across the Council.	2	Agreed.	Director of Public Health	30th September 2019	Partially Complete – revised date 31st March 2020 This item was referred to CLT and a review is being led by the Transformation Manager.

	Recommendation	Priority	Agreed Action	Responsible officer	Target Date	Progress
R17	We recommend that the Council review their processes to keep Members well informed.	2	Agreed.	Community Engagement & Partnership Manager	30th November 2019	Complete - Notifying Cllrs has been referenced as good practice within the CE strategy. It has also been agreed that any items that come to the Steering group can be emailed out via support staff to all councillors. Portfolio holder for Communities is invited to attend steering group meeting and receives minutes.