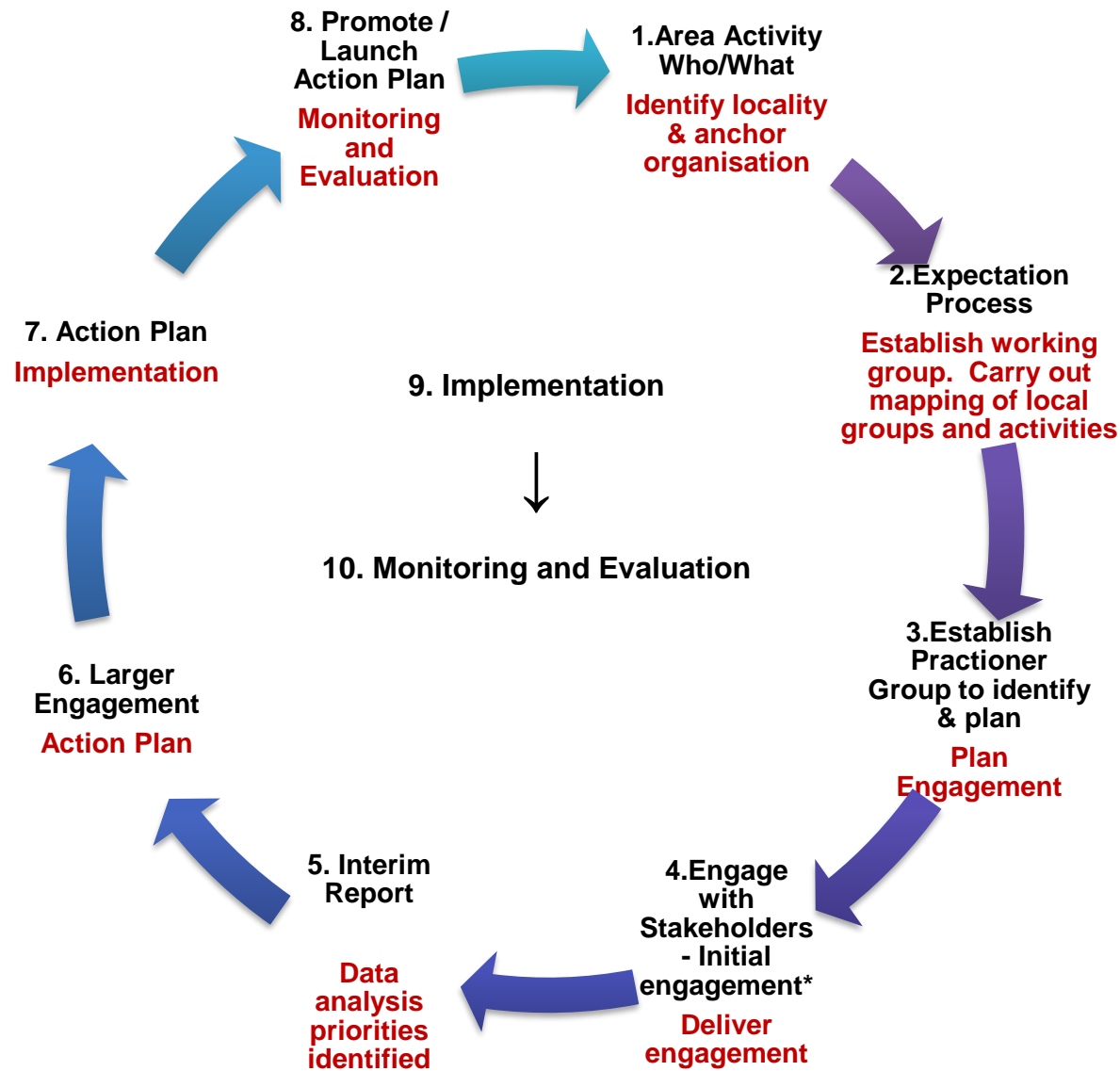


**Proposed Revised Local Outcome Improvement Engagement Steps – CSU**

The stages used to develop the plans in New Elgin East and Buckie Central East are outlined in black in the diagram. The stages for developing a plan where there is an existing anchor organisation in place are outlined in red.

Steps	Activity (where no anchor organisation exists)	Timeline	Steps	Activity (where community anchor organisation established)	Timeline
<b>Step 1.</b> What's already happening in the area/who/what?	Map existing activities/events being delivered by agencies/ key community groups in the area/location. (This includes utilising existing mapping initiatives that have already taken place) Identify existing activities by partners and community groups which link in with local outcomes and which could be the starting point of the locality action plan engagement process	3 weeks	<b>Step 1</b>  Identify locality and community anchor organisation	Evidence of need established (SIMD etc)  Identify Anchor Organisation(s) in area/location, get agreement from them to be supported by CSU to carry out community engagement and locality planning work. Including addressing areas of identified need.  Agree roles, responsibilities and timescales (SLA/Support agreement)	1 month
<b>Step 2.</b> Establish Practitioner Group	Establish a local practitioner team (locals agency staff), who will develop 'short term' plan/strategy to identify and engage key local community stakeholders in the process. (Could be existing local staffing groups i.e. LMGs). Identify any training and support needs and implement	3 weeks	<b>Step 2</b>  Establish working group  Carry out mapping	Working closely with the anchor organisation, support them to map key stakeholders and existing activities/services/events being delivered in the area by community organisations. (This may involve review of the Anchor organisation's own operational plan.)  Establish working group to carry out the engagement. (could be a sub group of the Anchor organisation with representation from additional key stakeholders).	2 months

				<p>Address any training and support needs within the group.</p> <p>Identify and target known local residents / service users who may (with additional support) be able to articulate and identify issues affecting those within the community. Identify training needs for local stakeholders and implement. Identify and consider long term capacity building support / opportunities for local activists, groups and individuals</p>	
<b>Step 3.</b> Awareness Raising Raise awareness of Locality Plan process and intended outcomes	Promote Locality Plan proposals, clarifying expectation of CPP to key targeted/ agencies/ community stakeholders. Identify and target known local residents / service users who may (with additional support) be able to articulate and identify issues affecting those within the community. Identify training needs for local stakeholders and implement Identify and	6 weeks	<b>Step 3</b>  Plan engagement	<p>Working group to plan engagement process – timescales, methodology, promotion, resources required.</p> <p>This could include Place Standard, Ketso, Planning for Real®, online questionnaires, one to one conversations – taking into account the particular needs of the hard to reach and most marginalised members of the community.</p>	2 months

	consider long term capacity building support / opportunities for local activists, groups and individuals. Utilise existing engagement methodology, tools, relationships, partnerships to gain better understanding of local needs.				
<b>Step 4</b> Engage with targeted local stakeholders identified by agencies/ others.	Invite/ encourage targeted community stakeholders to come together to explore initial input/first steps of what a Locality Plan might look like and contain. (Utilising engagement tool (s) such as Place Standard Tool / Ketso / etc.). Ensure community stakeholders are familiar with existing LOIP information and data relating to their geographic area - ensuring LOIP data is in an 'easy to read' format. Establish local stakeholder group from within the identified community. (Could include those not resident in the area i.e. local shopkeepers/ business	4 weeks	<b>Step 4</b>  Community Engagement	Working group to deliver engagement as planned  Resources required may include support to carry out online engagement, ICT, Graphics, printing, Social Media, meeting places, admin support	6 weeks

	owners) Ascertain level of support required and respond to capacity of local activists to engage meaningfully. i.e. training Agree terms of reference with Local Stakeholder Group members. Local Stakeholder Group to plan and deliver wider engagement exercise /events using data /existing community feedback already identified by agency/local residents.				
<b>Step 5.</b> Interim report	Strategic Lead to produce interim VOICE report on progress and submit to CPB / CPOG/ CEG / CLD Forum / Locality Management Group (LMG)/ CLD / others.	2 weeks	<b>Step 5</b>  Analysis of results & prioritisation	Data analysed and reviewed by Working Group.  Key priorities and actions identified and agreed with relevant stakeholders.  Priority leads identified, subgroups formed where required and reporting methods and timescales agreed	1 month
<b>Step 6.</b> Wider Engagement Local Stakeholder Group:	Local Stakeholder Group, with support from Local Practitioner Team member(s) carries out wider community engagement to inform the	6 weeks	<b>Step 6</b>  Launch of Plan	Launch and promotion of Plan	2 weeks

Initiate wider community engagement and participation	Locality Plan. (Resources required include: agency staff, ICT Graphics, Social Media, meeting places, admin support, modern equipment e.g. iPads/ projectors)				
<b>Step 7.</b> Local Stakeholder Group produces draft Locality Plan.	Collate statistical data and feedback from wider engagement initiative. Develop specific priority actions collectively with Local Stakeholder Group and Joint Engagement Working Group (local managers) to address / respond to agreed LOIP outcomes. 4 Weeks ITEM: 10 PAGE: 8 Identify who's doing what (community, agency, etc.) that includes priorities, time-line and outcomes. Produce DRAFT Locality Plan that includes realistic timelines and outcomes.	2 weeks	Step 7 Implementation	Implementation of actions to deliver outcomes	Continuing process
<b>Step 8.</b> Promote and launch locality plan	Promote / launch Locality Plan at big community event within community	2 weeks	Step 8 Monitoring and review of support	Monitoring of plan and review of SLA/Support agreement	Continuing process

<b>Step 9.</b> Implement ation	Implementation by appropriate partners, implement activity to deliver desired outcomes.	Continuing process			
<b>Step 10</b> Monitoring/ evaluation and reporting	Effective monitoring process agreed by stakeholders to include evaluation/ evidence of impact/ accountability / regular feedback to all. Stakeholders.	Continuing process			