

Annex 1: Public Involvement Panel – Draft Action Plan

The following action plan will form part of the onward work programme for the Member and Community Development working group.

Action	Commentary	Timescales
Undertake a review of ward and parish profiles	A project to update Ward and Parish profiles is currently being established to provide new profiles in time for the new Council in 2019. The project will require the profiles to reflect the new warding arrangements and work is underway to develop the new datasets that are needed as a result.	Ward Profiles October 2018 - May 2019 Parish Profiles – Autumn 2019
Develop Councillors understanding of the use of customer insight information and how they can practically use it as a tool to involve and engage with residents.	Customer Insight provides information on behavioural characteristics and communication preferences of residents and communities. It is proposed that this information will be presented within the new Ward Profiles but will also form part of the resource pack that members will receive as part of their “Community Councillor” induction.	June 2019
Undertake an evaluation of the different approaches used to engage people in the Andover Vision and Romsey Future processes.	The Member and Community Development Group will develop a scope for the evaluation with a view to taking the project forward in early 2019. The project will provide an opportunity to share practice and be a good way to explore lessons learned with partners. It is proposed that the evaluation is broadened to draw in lessons from community planning initiatives in the rural areas of the borough which can then be used to update the Council’s Community Planning Toolkit.	Spring 2019

<p>Develop a new Member Development Strategy to shape the future induction and training programme for councillors, with particular focus on how they can best be supported in taking forward the role of being a community councillor.</p>	<p>The Member and Community Development Group have commenced work on the creation of a new Member Development Strategy. The Strategy will outline the Council's commitment to give all Members the opportunity to develop their skills to undertake the various aspects of their role as Councillor.</p> <p>The Member and Community Development Group have started work on shaping the Members Induction Programme for 2019. Building on feedback received from Members, the programme will seek to ensure that sessions are interactive in their nature and spread over a longer period of time. The role of the Community Councillor and Members Development will form key sessions in the 2019 induction programme.</p>	<p>October 2018- May 2019</p> <p>October 2018 – September 2019</p>
<p>Strengthen relationships with representative interest-groups such as the disability forum, older people's forums, and youth groups to develop mechanisms in which they can be engaged at the right point in collecting evidence to inform decisions.</p>	<p>Corporate Plan - Disability focus Workshops</p> <p>2nd Democracy Day – Test Valley School</p> <p>The development of the new Corporate Plan has provided, and will continue to provide through its development and delivery many opportunities to engage with representative interest groups. Over this summer sessions took place with young people, older people and groups such as the disability forum.</p>	<p>September 2018</p> <p>November 2018</p> <p>Ongoing</p>
<p>Building on the work of Cllr Cockaday's OSCOM Review into Communication and Procurement, explore ways in which Councillors can have greater information and briefings on key issues through drop-in sessions and the Members Information Bulletin so that</p>	<p>The recommendations and learning resulting from Cllr Cockaday's Review have become business as usual. The use of Member Drop ins have become a valuable route in which to enhance communication and brief members on key issues and topics. Recent examples include the Community Governance Review, Corporate Plan and the LGA Peer Challenge.</p>	<p>Ongoing</p>

they are able to inform, engage and involve residents in the most appropriate way		
OSCOM identifies key issues from its work programme that it would like councillors to engage with communities on and gather insights from in order to inform committee discussions. To explore whether this could also be promoted through video and social media	To be agreed annually as part of the OSCOM work programme following the OSCOM Away day. To form a key part of the scoping process for future Panel Reviews	Ongoing
Using short video clips, develop a suite of case studies whereby councillors can share examples of the work they have been doing to engage and involve residents in order to build of library of best practice.	The Communications Manager and Policy Manager will bring forward proposals to the Member and Community Development working group.	January 2019
Explore further options around digital training and support for councillors to enable them to engage with a wider audience.	To be developed in conjunction with the new Communications Strategy	Spring 2019
Develop some in-house pilot training as a way to better understand the breadth and depth of digital skills training councillors require	To be developed in conjunction with the new Communications Strategy	Spring 2019

<p>Undertake further research into how the Council and Councillors can utilise a range of digital platforms to communicate, engage and gain feedback from the public around key issues.</p>	<p>To be developed in conjunction with the new Communications Strategy</p>	<p>Spring 2019</p>
<p>Pilot the use of blogs and videos through Romsey Future and Andover Vision as a way to engage and inform residents and partners on the progress being made through these projects.</p>	<p>Utilising both the Romsey Future and Andover Vision websites, the use of videos will be trialled to promote key projects being taken forward.</p>	<p>December 2018 onwards</p>