

APPENDIX 1.

COMMUNITY ENGAGEMENT ACTION PLAN	Milestones	Timescale	Lead Partner	Cost	Local ref doc
Action 1					
Map the structures of community engagement in Moray	Map consultation stakeholder groups	By end April 09	Moray Council		
	Map Theme Group consultation networks	By end May 09	Moray Council		
	Map Moraywide engagement structures	By end June 09	Moray Council		
Action 2					
Develop guidelines for community engagement in Moray	Carry out research	By end June 09	Moray Council		
	Produce draft framework	By mid Aug 09	Moray Council		
	Produce final version	By end Oct 09	Moray Council		
Action 3					
Provide training in community engagement	Organise initial meeting of Partnership training coordinators	By end May 09	Moray Council		
	Investigate community engagement training needs of partners	By end June 09	Moray College		
	Organise annual stakeholder gathering	Sept 09	Moray Council		

	Implement training programme	Sept - Nov 09	Moray College	
Action 4				
Develop an information sharing protocol	Produce draft outline	By end June 09	NHS Grampian	
	Produce completed protocol	By end Oct 09	NHS Grampian	
Action 5				
Benchmark with other CPPs across Scotland	Identify examples of good practice	By end June 09	Moray Council	
	Contact selected CPPs to investigate impact of identified good practice and share experience	July – Aug 09	Moray Council	
Action 6				
Registration and recording of community engagement and consultation	Determine feasibility of using the VOICE system	By end May 09	Moray Council	
	Set up links to CP website	By end May 09	Moray Council	
	Produce guidance and promote use of system	By end June 09	Moray Council	
Action 7				
Undertake a road show to promote the action plan on Community	Organise series of local events to build on the Moray wide event	Oct – Nov 09	Moray College	

Engagement	in Sept. 09						
Action 8							
Carry out regular performance monitoring and evaluation of community engagement to encourage a culture of continuous improvement	Carry out initial 'self-evaluation' of current community engagement practices	By end June 09	Moray Council				
	Identify appropriate performance indicators to measure effective engagement	By end June 09	Moray Council				
	Monitor progress against identified indicators	Quarterly	Moray Council				
Action 9							
Develop Key Information Systems (KINS)	Find out more about KINS from Grampian Police	By end April 09	Grampian Police				
	Develop local KINS – if appropriate	By end Oct 09	Grampian Police				
Action 10							
Provide an annual report to the community engagement group	Produce report as insert in Community Planning update	By end Nov 09	Moray Council				
Action 11							
Ensure the National Standards for community engagement are embedded in the practice of all the partners	Relaunch the National Standards	By end Sept 09	Moray Council				

	Promote and disseminate widely information on the National Standards	By end Oct 09	Moray Council		
	Identify further support required to enable all partners to meet the National Standards	By end Nov 09	Moray Council		