



Visioning Outcomes in Community Engagement
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The following terms are used throughout this document:

- 'We' refers to the leaders or organisers of the community engagement process.
- 'Partners' are any organisation or group who is involved in planning or delivering the community engagement process.
- 'Participants' are all of the people or groups who are actively involved at any level throughout the community engagement process.

Engagement title

Our purpose for engaging is:

What do we already know about the community and the issue?

What do we still need to know?

Who are the community participants in the engagement? (eg, carers, old people, young people)

Who are the agency participants in the engagement? (eg, health board, community planning partnership)



What outcomes are Partners looking for, and what will the success look like?

Outcomes (what are we trying to achieve)	Indicators (what does success look like)

What barriers might affect anyone who should be involved and what resources do we have to overcome them?

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What actions will be taken to meet our engagement outcomes?

Activities

What	Who	When



What actions have we taken so far and what issues have arisen?

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Describe how the Review process was carried out e.g. who was involved, where and when did they meet and what evidence was used to judge performance?

How well have we met the National Standards for Community Engagement - what worked and what didn't? (score yourself on the 1 to 6 scale and comment)

1 Unsatisfactory	2 Weak	3 Satisfactory	4 Good	5 Very Good	6 Excellent
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Inclusion Standard

How well did we involve the people and organisations that are affected by the engagement? For example, did we think about those excluded from participating due to disadvantage relating to social or economic factors?

1 **2** **3** **4** **5** **6**

Support Standard

How good were we at identifying and overcoming any barriers to participation? For example, were actions taken to remove any barrier to participating in engagement activities?

1 **2** **3** **4** **5** **6**

Planning Standard

How clear were we about the purpose for the engagement? For example, was there a clear engagement plan in place? Was there enough time and resources to support an effective engagement process?

1 **2** **3** **4** **5** **6**

Working Together Standard

How well did we work together to achieve the aims of the engagement? For example, were roles and responsibilities clear and understood for all those involved? Did the methods of communication during the engagement process meet the needs of all partners?

1 **2** **3** **4** **5** **6**

Methods Standard

How good were our methods of engagement? For example, did we use a variety of methods of engagement to ensure that all voices are heard? Did we make use of creative approaches to encourage participation and effective dialogue? Did we obtain feedback on the methods to ensure that we are learning and adapting?

1 2 3 4 5 6

Communication Standard

How well did we communicate with the people, organisations and communities affected by the engagement? For example, was information clear and accessible? Did we provide feedback to the community on the engagement process, options which have been considered and any decisions and actions which have been agreed and the reasons why?

1 2 3 4 5 6

Impact Standard

How well did we assess the impact of the engagement and use what we have learned to improve our future community engagement? For example, is the community more involved and influential in decision making, have local outcomes or services improved as a result of the process?

1 2 3 4 5 6

What key lessons have been learned as a result of the engagement?

What will we do next?