

## Ceredigion Engagement and Participation Policy ‘Talking, Listening and Working Together’

### Half year monitoring report: 01/04/2023 – 30/09/2023

#### Aim 1: To mainstream effective engagement and participation across Ceredigion County Council

Action	Progress	RAG status
To develop an Engagement toolkit and deliver training on its use to all Corporate Managers.	The Engagement and Consultation toolkit has been revised. Advice has been offered on a one-to-one basis to officers undertaking engagement and consultation campaigns. Group sessions on its use will be offered from December 2023.	Green action is on track
To maintain a timetable of consultation and engagement exercises carried out by all Council Services.	<p>The timetable is held by the Equalities and Inclusion team and is updated on an ongoing basis. 8 campaigns had an end date during the period:</p> <p><u>Consultations</u></p> <ol style="list-style-type: none"> <li>1. Reuse of old library building, New Quay</li> <li>2. Future use of trust monies of charity ‘Old County School, Tregaron</li> <li>3. Respite and Day Care provision, Through Age and Wellbeing programme</li> <li>4. 20mph limits on county roads</li> <li>5. Ceredigion Housing Strategy</li> </ol> <p><u>Engagements</u></p> <ol style="list-style-type: none"> <li>1. Views were gathered to inform Ceredigion Strategic Equality Plan</li> <li>2. Ceredigion Stakeholder survey to inform the Council’s corporate self-assessment</li> <li>3. Views were sought about Conservation Area Appraisals and Management Plans</li> </ol>	Green action is on track
To publish an Engagement Annual Report to monitor the developments as we change how we engage with the public.	The 2022-23 annual report was approved by Cabinet in July 2023. The 2023-24 annual report will be presented in June 2024.	Green action is on track

**Aim 2: To ensure that we engage with the people of Ceredigion in the best way**

Action	Progress	RAG status
To revise and update our list of Stakeholder groups.	The list has been revised and updated. It is included in the revised Engagement toolkit and available to all Council staff.	<b>Green</b> action is on track
To develop the use of online engagement platforms and maintain the use of non-digital engagement methods.	<p>The corporate <a href="#">Engagement and Consultations webpage</a> is updated on an ongoing basis.</p> <p>It has been decided not to progress with the online platform – ‘Have your Say Ceredigion’. Ceredigion ‘My Account’ is being developed and this will be used to develop methods of online engagement with Ceredigion residents.</p> <p>Non-digital methods of engagement are being utilised. The Engagement toolkit will support consistent use across all Council services.</p>	<b>Amber</b> some progress made
To improve the way that we feedback to those who have participated in our engagement exercises.	A consistent feedback method is outlined in the Engagement toolkit. The importance of feedback will be further highlighted in training on use of the toolkit.	<b>Amber</b> some progress made

**Aim 3: To meet our statutory duties and responsibilities under legislation**

Action	Progress	RAG status
To ensure a mechanism is in place so that the public can attend Council meetings in person or remotely via a hybrid meeting system.	The draft protocol for Attendance at Local Authority multi-location Meetings and Electronic Broadcasts of Meetings was presented to Democratic Services Committee on 09/06/2023 and approved by Council on 26/10/23.	<b>Green</b> complete
To revise and update our Integrated Impact Assessment (IIA) tool	The revised Integrated Impact Assessment tool was presented to Overview and Scrutiny Co-ordinating Committee and approved by Cabinet. It will be used by officers from 1 <sup>st</sup> December 2023.	<b>Green</b> complete
To establish an e-petition system and publish a protocol that sets out how the Council intends to handle and respond to petitions.	<p>The Petitions Protocol is listed under Part 5 (Codes and Protocols) of Ceredigion County Council constitution. The constitution is publicly available on the Council's website - <a href="#">The Council's Constitution - Ceredigion County Council</a>.</p> <p>A report on amendments to the protocol, to include e-petitions, was presented to Democratic Services Committee on 20/09/2023 and is scheduled for full Council meeting in December 2023.</p>	<b>Green</b> action is on track

**Aim 4: To keep up to date with the latest innovations and best practice in the field of engagement**

Action	Progress	RAG status
To review and revise Ceredigion County Council's Engagement and Participation Policy	The current Engagement and Participation Policy was published in October 2022. It will be reviewed in 2025, or before this if required.	<b>Green</b> action is on track
To keep an engagement toolkit up to date for all staff to use.	The engagement toolkit has been revised. It will be kept up to date and be available to all staff after it has been approved and published on the internal staff website.	<b>Green</b> action is on track
To liaise with Engagement and Equalities colleagues across Wales.	<p>The Equalities and Inclusion manager is a member of the Wales Tackling Poverty &amp; Inequality Network and Councils Engagement Leads Network, both run by WLGA.</p> <p>The Equalities and Inclusion team contributes to regional engagement and equality meetings and is currently working with Mid and West Wales Equality, Diversity, and Inclusion managers on a regional consultation exercise to prepare for the revision of our Strategic Equality Plan.</p>	<b>Green</b> action is on track