

## 8 Steps to engaging residents in policy, strategy and service decisions



### STEP 1

**1. Complete the assessment form to establish if engagement required.**

Completed by: Project lead



### STEP 2

**2. If required identify which residents need to be consulted**

Completed by: Project lead and Resident Engagement Officer (REO)



### STEP 3

**3. Identify which engagement method to use.**

Completed by: Project lead and REO



### STEP 4

**4. Carry out the engagement activity.**

Completed by: Project lead facilitated and supported by REO.



### STEP 5

**5. Collate feedback and provide a summary of recommendations.**

Completed by: REO



### STEP 6

**6. Confirm if the recommendations have been adopted, if not, explain why not and document.**

Completed by: Project lead



### STEP 7

**7. Share outcomes with the consulted group.**

Completed by: REO



### STEP 8

**8. Publicise consultation and outcomes.**

Completed by: REO