**Community Engagement Plan****- Infrastructure Projects**

This template provides structure and guidance for planning community engagement activities. This format can be updated to reflect changing activities at different project stages and will support Communications Planning and reporting of engagement.

For additional guidance please refer to the [Community Engagement Guide](https://www.showcase-sustrans.org.uk/wp-content/uploads/2022/11/PfE-Community-Engagement-Guide-November-2022-v2.pdf).

You may also find following the National Standards for Community Engagement helpful, they are:

1. Inclusion: Identify and involve people and organisations that are affected by the focus of the engagement.
2. Support: Identify and overcome barriers to participation.
3. Planning: There is a clear purpose for the engagement which is based on the shared understanding of the community needs and ambitions.
4. Working together: We will work effectively together to achieve the aims of the engagement.
5. Methods: We will use methods of engagement that are fit for purpose.
6. Communication: We will communicate clearly and regularly with the people and organisations affected by the engagement.
7. Impact: We will assess the impact of the engagement and use what has been learned to improve the future community engagement.

Further information can be found here - <https://www.scdc.org.uk/what/national-standards>

Project Information

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|  | **Fill in the boxes below** (write over the prompts) |
| **Project name** |  |
| **Project reference** |  |
| **Project stage** |  |
| **Engagement Lead** | Who is responsible? (organisation and individual) |
| **Project background** | What is the proposed project, what, where, who for, purpose |
| **Engagement context** | Engagement context - what engagement has already taken place. This helps to understand what is already known, to be mindful of what engagement and consultation communities have recently participated in and what learning there is, either from the outcomes or the way in which engagement took place. |
| **Community / Locality context** | Nature of community / communities impacted by this project |
| **Engagement Objectives** | Overarching reasons for engagement for this stage - what does the project team need to get out of this engagement? (specifics may be different at different events - include that in the plan below, here provide overarching objectives) |
| **Limitations** | What cannot change at this stage? What is fixed and are there any red lines? (this is about managing expectations and knowing what can and cannot be asked in engagement, timeframes that must be adhered to.) |

Engagement Plan of activity

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| **Stakeholder group** | **Purpose** | **Activity** | **When/ frequency** | **Communication needs** | **Lead** | **Resources/costs** |
| E.g., P1-3 pupils | Understand how they like to travel to school and what barriers they face. | Class based map exercise and site walk. (see separate session plan) | Twice during stage 0-1. 02/03/24 and 14/09/24. | Via the class teacher and letter home to parents. | J. Smith, project lead, 07123 456 789 | £50 for maps and pens. |
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|  |  |  |  |  | **Total cost** | **£** |

**Feedback to participants**

Please detail how you will provide engagement feedback and progress updates to the communities who provided input.

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| **Engagement activity** | **Feedback approach to participants** |
| **E.g., Classroom based map exercise** | *Feedback session to present back to the pupils (P1-3 and P4-7) and report emailed to all parents/carers who attended focus groups.* |
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