**Engagement and Consultation Calendar – Cheshire West and Chester**

**2020-21**

To ensure that the Skills and Employment team are meeting the needs and interest of West Cheshire communities, we will formally engage and consult with the following target communities including target priorities for 2020/21 year as stated in our Stakeholder Consultation Policy Statement to inform our annual commissioning programme:

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| **Target Community** | **CW&C Partners** | **Contact Methods** | **Lead Officers** | **Contact Frequency** |
| Long Term Unemployed and those at risk of becoming long term unemployed due to the barriers they are facing. | Department for Work and Pensions | JCP Comms meetings  - Winsford  - Northwich  - Ellesmere Port  - Chester | Senior Officer - ESL  Area Coordinators | Quarterly meetings  Weekly huddle meetings |
| Work Zone customers  Journey First customers | Service user feedback  Focus groups – Have your Say  Area Network meeting | Area Coordinators | End of programmes  Termly  Quarterly |
| Recently redundant adults and those on furlough | Department for Work and Pensions  Work Zone customers  LEP | JCP RAST meetings  Rapid Response Offer service user feedback  LEP Board and Group membership | Senior Officer- ESS  Area Coordinators  Senior Officer - ESS | Monthly meetings  On-going  On-going |
| People in work on low incomes | CW&C Benefits team  Department for Work and Pensions | Cold calling, universal promotion of service  JCP UC Team | S&E Manager  Area Coordinators | Ongoing  Ongoing |
| Adults with Learning Difficulties | Learning Disability Partnership Board | Board meetings and employment sub-group meetings  Local Supported Employment Service – customer feedback | S&E Manager  Senior Officer - ES | Bi-monthly  13-week job start point. |
| Adults with mental health conditions both in primary and secondary mental health care looking to enter and sustain employment | Cheshire and Wirral Partnership | Local Supported Employment Service  Customer Feedback | Senior Officer – ES | Bi-monthly  13-week job start point |
| BAME communities | CHAWREC  West Cheshire Multi-cultural women’s group | AEB commissioned partners | Senior Officer – CQP | Termly |
| NEET/ Young People at risk of NEET | CW&C Childrens & Young Persons service  Local schools and colleges | Personal relationships with vulnerable young people | Senior Officer - ES | Ongoing |
| Young people, parents and teachers considering work experience opportunities | CW&C Childrens’ & Young Persons service | Young people’s review meetings | Senior Officer - ES | On-going |
| Parents accessing our priority schools and Children’s Centres | All borough schools and Children’s Centres | Consultation visit with Head Teacher/Children’s Centre Manager  Engagement workshops – customer feedback | Senior Officer - QFL | Annual  Termly |
| Engagement to inform overall curriculum design | | | | |
| **Target Community** | **CW&C Partners** | **Contact Methods** | **Lead Officers** | **Contact Frequency** |
| Unemployed adults aged 18+ | Department for Work and Pensions | Meetings outlined above  Staff and customer feedback | S & E Manager | Quarterly meetings |
| Employers | CW&C Business Growth team  Cheshire and Warrington LEP and Growth Hub | Employer surveys and forums  Business enquiries  Officer activity - Engagement visits, Work trials, Job brokering, Curriculum involvement | Senior Officers – ESL and ESS | Ongoing |
| Health Partners | Primary Health Care providers  Cheshire and Wirral Partnership  Local hospitals | Primary care networks  Mental health networks  Employer engagement | Senior Officer - ES | Termly |
| AEB provider network | Cheshire College South and West, Sir John Deane’s College, Warrington and Vale Royal College, WEA | Quarterly meetings to discuss programmes and support referrals | Senior Officer - ESS | Quarterly |
| Community and Voluntary Sector | AEB commissioned partners  Wider Community and Voluntary Sector | 1:1 support meetings  Group meetings  Partner self-assessment  Quarterly meeting to discuss learners needs and inform curriculum planning | Senior Officer – QCP  Senior Officer - ESS | Termly  Quarterly |