**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 - ESLArea Coordinators | Quarterly meetingsWeekly huddle meetings |
| Work Zone customersJourney First customers | Service user feedbackFocus groups – Have your SayArea Network meeting | Area Coordinators | End of programmesTermlyQuarterly  |
| Recently redundant adults and those on furlough | Department for Work and PensionsWork Zone customersLEP | JCP RAST meetingsRapid Response Offer service user feedbackLEP Board and Group membership | Senior Officer- ESSArea CoordinatorsSenior Officer - ESS | Monthly meetingsOn-goingOn-going |
| People in work on low incomes | CW&C Benefits teamDepartment for Work and Pensions | Cold calling, universal promotion of serviceJCP UC Team | S&E ManagerArea Coordinators | OngoingOngoing |
| Adults with Learning Difficulties | Learning Disability Partnership Board | Board meetings and employment sub-group meetingsLocal Supported Employment Service – customer feedback  | S&E ManagerSenior Officer - ES | Bi-monthly13-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-monthly13-week job start point |
| BAME communities | CHAWRECWest 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 serviceLocal 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 ManagerEngagement workshops – customer feedback | Senior Officer - QFL | AnnualTermly |
| 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 aboveStaff and customer feedback  | S & E Manager | Quarterly meetings |
| Employers  | CW&C Business Growth teamCheshire and Warrington LEP and Growth Hub  | Employer surveys and forumsBusiness enquiriesOfficer activity - Engagement visits, Work trials, Job brokering, Curriculum involvement | Senior Officers – ESL and ESS | Ongoing |
| Health Partners | Primary Health Care providersCheshire and Wirral PartnershipLocal hospitals | Primary care networksMental health networksEmployer 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 partnersWider Community and Voluntary Sector | 1:1 support meetingsGroup meetingsPartner self-assessmentQuarterly meeting to discuss learners needs and inform curriculum planning | Senior Officer – QCPSenior Officer - ESS | TermlyQuarterly |