

## Supporting people to engage effectively

Briefing people is really important for the success of your involvement activity. Once you are clear why you are involving people and what their role will be, you can use this checklist to help prepare them for their involvement.

### Supporting people's involvement checklist

- Does the person fully understand the purpose of the involvement activity and their role?
- Do they feel confident to undertake this role? Do they need support to take part?
- Do they know who is arranging this activity and have the right contact details?
- Do they know who they are representing? Themselves as an individual or a wider group?
- Do they know how wider community views are inputting into this work?
- Do they have the time to commit to this?
- Do they know where the meeting is, how to get there and how long the meeting will last? Is the timing and the venue appropriate/accessible? Will they be met? Is parking available?
- Is there a briefing sheet or Terms of Reference that they can have?
- Will they get the agenda and information enough time in advance?
- Have you asked them to supply any information in advance?
- Do they know who else will be attending?
- Are they able to arrange a deputy if they can't make it?
- Will there be any conflict of interest for them in undertaking this role?
- Will the minutes be made public? Do you know how they will report back to others?
- Do they know what expenses they can claim and how to do this?

**Don't forget: provide feedback to people about how their involvement has influenced your decision making.**

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