

Appendix 1- SWL Principles of Engagement

Principles for involvement

Involvement will be	This would mean
Purposeful	<ul style="list-style-type: none"> Focus of involvement clear Scope to influence plans, proposals or decisions Target groups identified at outset Building on existing information, data, insights and previous engagement
Timely	<ul style="list-style-type: none"> People are involved early Adequate time for people to consider and contribute in informed way Ongoing – focus of dialogue changes of time
Transparent	<ul style="list-style-type: none"> Opportunities to participate promoted and publicised Sufficient information to enable people to participate Limitations and constraints shared
Inclusive	<ul style="list-style-type: none"> Information accessible and easy to understand Approaches tailored to participants Effort to reach diverse groups Barriers and support needs identified and addressed (eg training/access)
Collaborative	<ul style="list-style-type: none"> Built on existing relationships Coordinated with partners and across partnerships where possible, jointly where possible People who use services partners in service design
Resourced	<ul style="list-style-type: none"> Staffing and other costs are identified and available Appropriate use of public funds (time and money) Cost-effective Approach proportionate and affordable
Accountable	<ul style="list-style-type: none"> Evidence of engagement informing decisions Reasons for decisions made clear Feedback on results of involvement Assurance and scrutiny