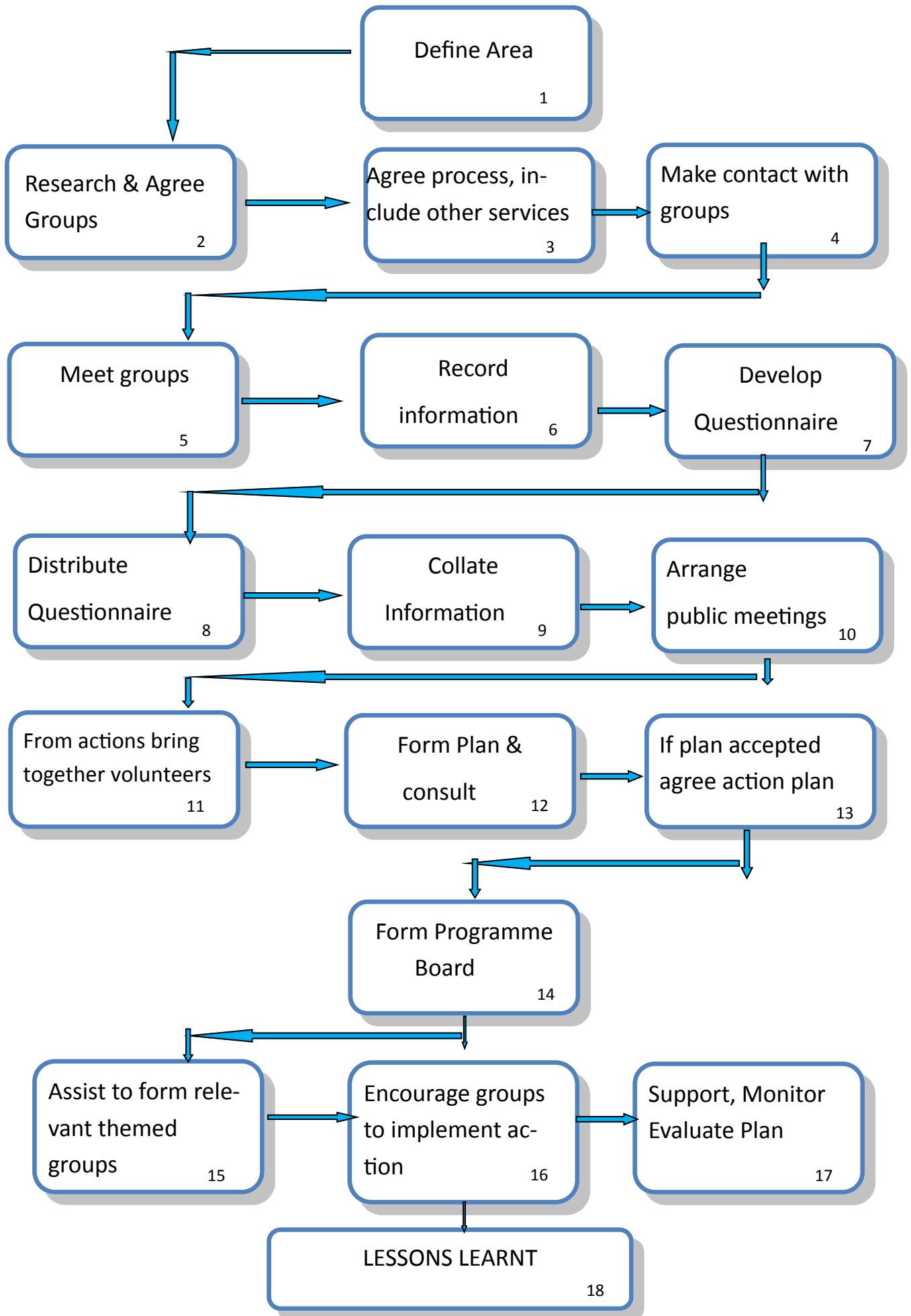


# Format for Delivering Whole Place



## Definition of Format

### 1. Define Area

Which area is to be targeted next.

### 2. Research and agree groups

Research what groups are in the area. Target a cross section of social sector and age groups.

### 3. Agree Process, include other services

Inform other services of details of the process to be used

### 4. Make contact with groups

Set up appointments to visit the groups at their meeting place during a meeting

### 5. Meet Groups

Meet with groups to have discussion on

What matters, what works well, what doesn't work well

### 6. Record Information

Make sure there is a record of all information shared, what was the group, gain some personal information re: age, sex etc, collect contact details if possible

### 7. Develop Questionnaire

From the information collated when meeting the groups. Draw up an extended questionnaire to cover What matters

### 8. Distribute questionnaire

Send to everyone that has already been engaged with and agencies and organisations to pass on to community members

### 9. Collate information

Bring together all the information and break down into categories (themes)

### 10. Arrange Public meetings

Arrange to have several public meetings to further tease information about how the community sees the categories (themes) working. Work on some actions and volunteers

### 11. From the actions bring together volunteers

After actions agreed bring the volunteers who are interested in getting involved

### 12. Form Plan and Consult

From all the information gathers, form/write a plan and send draft out for consultation

### 13. If plan accepted agree action plan

Make sure there is actions for each area drawn up for the plan and when plan has a final version agree the actions

### 14. Form a programme board

During all the engagement sessions several people would have shone out, from previous discussions with community we would have teased out who should sit on a programme board, how many members, their role etc.

### 15. Assist to form relevant themed groups

Bring together volunteers/agencies/partners to form and run themed groups

### 16. Encourage groups to implement actions + 17. Support, Monitor, Evaluate plan

Whole place team to oversee plan and assist themed groups to do work

### 18. Carry out Lesson Learnt exercise.