

## Appendix 2 Summary table of actual delivery

Item	Delivery
<b>1. Venues</b>	Schools and Village Halls were used as low cost and offering appropriate facilities in locations to ensure all points of the Local Policing area could be reached
<b>2. Times</b>	Following the pilot series when a number of different times were trialled, feedback indicated 7-9pm was preferred as most accessible
<b>3. Frequency</b>	Initially 3 rounds of meetings per year were planned (June, October, January – February) this was reduced to two rounds per year following the May election.
<b>4. Format / Structure</b>	In line with the principles of the CES, each meeting was chaired by an Executive Member, briefed prior to the LTT meeting, Part 1 of LTT involved drop in to visit market stalls whilst Part 2 focused on police priority setting, an update from the Council and a presentation on a topical issue / opportunity e.g The Big Library Debate and Car Parking
<b>5. Market Stalls / Staff resource</b>	Partner organisations staffed market stalls and included, NHS, Police, Fire Service, Council for Voluntary Services, Aldwyck Housing Association and Town and Parish Councils. On average 6-7 Council staff represented Waste, Planning, Highways, Children and Young People, Adult Social Care and Housing and Economic Growth in response to local issues The most popular stalls were Roads and Transport, Planning and Housing, and Community Safety
<b>6. Town and Parish Councils</b>	The role of Town and Parish Councils proved invaluable throughout the series both as a communication channel and source of information about local issues . Attendance and support from Town and Parishes was excellent with some ( mainly the larger councils) using the market stall with a display.
<b>7. Brand, Marketing and Communications</b>	The Let's Talk Together brand was developed to embrace partnership with communities and the desire to engage and discuss local matters. The brand is recognised and well known for this purpose A marketing plan is attached in Appendix C and was prepared to direct publicity for the meetings and using all channels including those of our partners. Events were marketed via local newspapers, the CBT Partnership e-zine and website, Let's Talk Central; posters and flyers, News Central, Town and Parish Councils newsletters and notice boards, Police Ringmaster messaging system, other stakeholder groups such as school governors and carers.
<b>8. Welcome (Meet and Greet)</b>	Attendees were welcomed by a CBC officer or partner organisation representative, the meeting format was explained and advice given to help people identify the appropriate service area. Attendees were asked to complete a form to capture contact details and how they heard about the meeting. This information has been entered onto a data base and is used to circulate other relevant information such as the quarterly CBT e-zine

Item	Issues	Recommendation
<b>9. Issues and Follow Up</b>	<p>During the three rounds of meetings 334 issues were logged and have been followed up or were dealt with at the meeting ..</p> <p>The most popular / common issues related to</p> <ul style="list-style-type: none"> <li>● Highways and Transport</li> <li>● Budget reductions ( e.g. school crossing patrols / H. Regis Leisure Centre</li> <li>● Changes to Bus routes</li> <li>● Policing matters.</li> </ul>	<p>A summary of each meeting was written up within a week of the meeting having taken place, approved by the Chairman and posted on the Central Bedfordshire Together website.</p>

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<p><b>10. Dialogue with Communities</b></p>	<p>The meetings took place on neutral ground and provided an opportunity for general dialogue and engagement with communities, parish and town councils, Ward Councillors and officers. They provided a valuable opportunity to consult on specific matters such as the Big Library Debate and the future approach to car parking They were also an opportunity for partners to inform local residents about matters such as the Councils Budget, changes to the structure of Local Policing teams</p>
<p><b>11. Geography of 7 Safer neighbourhood Areas</b></p>	<p>Let's Talk Together meetings are partnership not Council meetings although the Council does play a pivotal role in terms of the Chairman and organisation of each meeting. A key partnership input is the areas where the meetings took place, these are the areas covered by Local Policing Teams (Appendix B) and therefore reflected the key requirement to set local policing priorities at these meetings.</p> <p>A couple of areas however proved difficult from a marketing perspective namely Leighton Buzzard and Linslade and Leighton Rural and might have affected attendance levels.</p> <p>A review as to what areas are covered by each meeting should be clarified for future meetings.</p>
<p><b>12. Equipment</b></p>	<p>The 'pop up' stands were purchased using external Targeted Support regional funding. They have a long shelf life and have been used at other events by partners.</p>