

Local Officials (Sponsors/Conveners) Review Worksheet B: Instructions for Use

At the completion of a public engagement process, it is also important for local agency sponsors/conveners to assess the process. This may include elected or appointed officials as well as staff, who were directly involved in process planning and delivery. Ideally, these would be individuals who had a chance to actually see the process, although this may not always be possible.

It is best if the local officials do not review the participant worksheets before they complete their own.

This response template offers a set of 20 statements - **matched to those of participants** - that can provide a starting point for discussions among local officials who have organized, convened and/or facilitated the process. The form can be used after a one meeting or multi-step public engagement process. However, if more than one kind of process or approach is used to engage the public, it will probably be best to review each independently.

It is preferable that those local officials who will fill out the questionnaire meet together to collectively discuss and complete a single questionnaire. This provides an opportunity for joint discussions and shared perspectives, and also prevents the need for tabulation of the multiple local officials' responses.

If local official sponsors/conveners do fill out this worksheet individually, there is a tabulation sheet, Local Officials Tally Sheet (see explanation under "Comparison Worksheet C") that will automatically aggregate the responses to each statement and automatically place the median score on the Comparison Sheet.

In either case, it is helpful to tabulate the responses to each **categorical section** of the questionnaire. This allows local officials to have a sense of what aspects of the process they believed worked better, or less well, for participants. If done individually this will add a few minutes to the time needed to complete the evaluation.

The questions for reflection and discussion at the end of the questionnaire may be used by local officials to individually or collectively reflect on their responses and begin to assess the public engagement process. Of course, discussions are possible only if participants are in the room together rather than filling out the worksheets individually.

Local Official Sponsors/Conveners Review Worksheet B:

Step One: Please rank the following statements from 1 to 4 based on *how you think participants experienced the public engagement process*: (1) strongly disagree, (2) somewhat disagree, (3) somewhat agree, or (4) strongly agree. Circle the 1, 2, 3 or 4 for each item, and, if requested, add up the totals for each category. [Example: 2 responses for “Somewhat Disagree” = 4, 3 responses for “Strongly Agree” = 12; Total for category = 16. Do the same for each category.]

ASSESS YOUR PERCEPTIONS OF HOW PARTICIPANTS EXPERIENCED THE PUBLIC ENGAGEMENT PROCESS	Strongly disagree	Somewhat disagree	Somewhat agree	Strongly agree
CATEGORY 1: PREPARATION				
1. The notice, advertisement and/or invitation to participate was clear and welcoming.	1	2	3	4
2. Information about the meeting topic, provided to attendees before or at the meeting, helped prepare them to participate more effectively.	1	2	3	4
3. The purpose of the meeting was clear to participants.	1	2	3	4
4. Before the meeting, participants believed their <i>individual</i> views would be seriously considered by policymakers.	1	2	3	4
5. Before the meeting, participants believed their <i>collective</i> views or recommendations would be seriously considered by policymakers.	1	2	3	4
SUBTOTAL		+	+	+
CATEGORY 2: PARTICIPANTS				
6. The participants in the meeting reflected the diversity of the people and views of our community.	1	2	3	4
7. The mix of participants was appropriate for the topic of the meeting.	1	2	3	4
8. Participants felt comfortable with each other.	1	2	3	4
9. Participants treated each other respectfully.	1	2	3	4
10. Those attending believed that other participants were constructive in their comments.	1	2	3	4
SUBTOTAL		+	+	+

ASSESS YOUR PERCEPTIONS OF HOW PARTICIPANTS EXPERIENCED THE PUBLIC ENGAGEMENT PROCESS	Strongly disagree	Somewhat disagree	Somewhat agree	Strongly agree
CATEGORY 3: PROCESS				
11. The agenda and process for the meeting were appropriate for the topic and helped make the meeting productive.	1	2	3	4
12. There was sufficient opportunity for participants to express their views about what they thought was important.	1	2	3	4
13. There was sufficient opportunity for participants to exchange views and learn from each other.	1	2	3	4
14. There was sufficient opportunity for participants to develop joint views and/or recommendations.	1	2	3	4
15. The facilitator(s) provided a safe, fair and well-managed environment for participants.	1	2	3	4
SUBTOTAL	+	+	+	=
CATEGORY 4: RESULTS				
16. Participants changed their thinking about the topic as a result of this public engagement process.	1	2	3	4
17. Participants believed that this meeting will result in better decisions on the topic discussed.	1	2	3	4
18. It was clear to participants how decision makers will use the results of this meeting.	1	2	3	4
19. If asked, those attending would participate in meetings like this again.	1	2	3	4
20. Participants would encourage other residents to participate in similar public engagement processes on this or other appropriate topics.	1	2	3	4
SUBTOTAL	+	+	+	=
TOTAL				

Step Two (Optional): Questions for Reflection and/or Discussion:

1. Which statement(s) among the 20 questions do you most strongly agree with? Why?

2. Which statement(s) do you most strongly disagree with? Why?

3. Which category of statements did you score the highest? Why?

4. Which category of statements did you score the lowest? Why?

5. Were there any surprising or unanticipated results from this public engagement process?

6. In your opinion, what would have most improved this public engagement process?