**CSN report template**

This template should be used as a guide to write up your engagement activities and recommendations.

You may produce a report in an alternative format, i.e PowerPoint and include your own headings but the information below must be included in some way.

Please send any pictures and videos to:

LCRListens@liverpoolcityregion-ca.gov.uk

**[Report title]**

**[Organisation name]**

**[Date]**

**1: Executive Summary**

*Use this space to summarise the main points in your report. The reader should be able to make a decision or form an opinion based on reading the executive summary. Tip: If a person only reads the executive summary, would they understand what the report is about?*

**2: Introduction / background**

*Use this space to briefly outline the background to the project, such as what we already know, the background to your research, and what its aims and objectives are*

**3: Approach / methodology**

*Use this space to describe your approach to the engagement activity and the process of gathering the feedback. Who was the target audience, what did you do and why, when and where did it take place?*

**4. Demographics**

*How many people did you engage? Who did you speak to and what are their social characteristics? Please use the same classifications as the demographics below when recording your demographic data.*

|  |
| --- |
| **Demographics** |
| **About you** |
| Where do you live? | * Halton
* Knowsley
* Liverpool
* Sefton
* St Helens
* Wirral
* Unsure
* Somewhere else (please specify)
 |
| What is your age group? | * Under 16
* 16-24
* 25-34
* 35-44
* 45-54
* 55-59
* 60-64
* 65-69
* 70-74
* 75-79
* 80-84
* 85-89
* 90+
* Prefer not to say
 |
| Which of the following best describes your gender identity? | * Female
* Male
* Non-Binary
* Prefer not to say
* If you prefer to use your own term, please provide it here:
 |
| Which of the following best describes your sexual orientation? | * Bisexual
* Gay or Lesbian
* Straight/Heterosexual
* Prefer not to say
* Other sexual orientation (please specify)
 |
| What is your ethnic group or background? | * White: English, Welsh, Scottish, Northern Irish or British
* White: Irish
* White: Gypsy or Irish Traveller
* White: Roma
* Mixed or Multiple ethnic group: White and Black Caribbean
* Mixed or Multiple ethnic group: White and Black African
* Mixed or Multiple ethnic group: White and Asian
* Asian or Asian British: Indian
* Asian or Asian British: Pakistani
* Asian or Asian British: Bangladeshi
* Asian or Asian British: Chinese
* Black, Black British, Caribbean or African: Caribbean
* Arab
* Other (please specify)
* Prefer not to say
 |
| Do you have any of the following conditions? | * Mental health condition
* Hearing impairment
* Sight impairment
* Physical disability
* Learning disability
* Other (please specify)
* Prefer not to say
 |

**5. Key findings**

*Use this space to summarise your research. What did you find out?*

*Which priorities where discussed? Please separate your findings by themes.*

*What did participants think was good? Did they have any concerns or worries? Did any other themes come out during the engagement?*

**6. Limitations**

*Are there any flaws or constraints which may influence the results or conclusions? This should be based on factors that are usually outside of your control such as time, cost, equipment, data or participants.*

**7. Recommendations**

*Based on the information you have gathered, what are your suggestions, solutions or practical steps that Liverpool City Region Combined Authority can take to address the key issues identified?*

**8. Conclusions and next steps**

*End by summing up the key findings and drawing a conclusion about what this research means. Indicate what next steps can be taken to resolve any outstanding issues.*