#

# Knowledge Exchange Framework

# KEF3

# Public & Community Engagement

# Narrative Template

## For submission to Research England by

**12:00pm (noon) on Wednesday 29 March 2023**

**Max words: 2,500 - plus 120 word plain English summary**

## Submission method

All narrative statements must use the relevant KEF3 template, in MS Word format, and be submitted via the SharePoint link provided to the nominated KEF contact. Further information is provided in the [KEF3 narrative guidance](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3).

# Public and community engagement

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| **Institution name** |  |
| **UKPRN** *(www.ukrlp.co.uk)* |  |
| **Total word count** *(including summary of approach)* |  |

This template uses an embedded table to contain all textual and infographic elements of your submission, please do not edit the format of the templates or add additional rows to the tables.

A maximum of 2,500 words and up to ten diagrams or images - across the five aspects - may be included. All images must have alternative text descriptions provided via the MS Word ‘alt text’ feature. Please refer to the [narrative guidance](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3) for detailed information about the permitted formatting.

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| **Aspect score summary** | **Score** |  |
| **1 - Strategy** |  | Please insert the self-assessment score for each aspect. |
| **2 - Support** |  |
| **3 - Activity** |  |
| **4 – Enhancing practice** |  |
| **5 – Building on success** |  |
| **TOTAL SCORE** |  | Insert the summed total score |
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| **Summary of approach** |
| SummaryPlease provide a short (max 120 words) summary of your approach to community and public engagement. This should be in plain English and provide a succinct and accessible overview of your approach.  |
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| **Aspect 1: Strategy** |
| Strategic approachHow have you ensured that the P&CE work of your institution is purposeful, well supported and adequately resourced? What has informed your approach, and how is it governed and led? This section provides an opportunity for you to articulate:* your strategic approach to P&CE
* your priorities and goals
* how you have identified relevant public and community groups and their needs at an institutional level
* How you have built considerations of EDI into your approach
* How your approach is distinctive to your institution and the context in which you work

You should present appropriate supporting evidence to support your narrative, for example:* A logic model or similar, outlining your approach and intended impacts
* A stakeholder map to describe key partnerships and the communities / publics that you have engaged with
* An outline of your governance structure and leadership arrangements for P&CE
* Details of how you have resourced your approach, and sought to ensure value for money

Refer to the supporting [guidance document](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3) for examples of evidence you may wish to include to corroborate your self-assessment. |
|  |
| **Self-assessment score**Developing your strategy | **0** | **←** | *Insert score between 1 – 5 hereRefer to* [*guidance document*](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3) *for scoring criteria.* |
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| **Aspect 2: Support** |
| Practical support for staff and studentsWhat practical support have you put in place to support public and community engagement and recognise the work appropriately? How open and responsive have you been to the needs and interests of your communities, and to the co-creation of knowledge?You should present appropriate supporting evidence to support your narrative, for example:* An organogram highlighting the key support roles and internal organisation
* An infographic describing the support infrastructure
* Details of how you have resourced your support for P&CE
* Details of reward and recognition processes (e.g. promotion pathways, staff prizes)
* Mechanisms that are in place to facilitate excellent engagement practice
* Details of how you have taken account of EDI in the practical support you have put in place
* Evidence of the uptake and effectiveness of the key support mechanisms that are in place (or cross reference to Aspect 5, if this information is included there)

Refer to the supporting [guidance document](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3) for examples of evidence you may wish to include to corroborate your self-assessment. |
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| **Self-assessment score**Support structures and recognition | **0** | **←** | *Insert score between 1 – 5 here**Refer to* [*guidance document*](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3) *for scoring criteria.* |
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| **Aspect 3: Activity** |
| Delivering public and community engagement activitiesWhat are some of the key programmes of activity that you have undertaken which best illustrate your approach to P&CE and the outcomes you are achieving? How do these relate back to your strategic goals, outlined in Aspect 1? Higher scoring institutions might be expected to explain the rationale for these activities; who they are targeting; evidence of the outcomes achieved; and how they ensure the activities meet the needs of publics and communities.Please focus on the last three years of activity. You might want to include examples of both the ‘breadth’ and ‘depth’ of you work. We expect that the activities described will be primarily focused on facilitating the exchange and creation of knowledge with publics and communities.You should present appropriate supporting evidence to support your narrative, for example:* Reports relating to the featured projects or programmes, including evaluations if available
* Videos, podcasts or other showcasing of activities
* Evidence of the resources allocated and/or of your approach to ensuring ‘value for money’ from the activities undertaken

NOTE: you will be invited to explain your institutional approach to the evaluation of your P&CE activity in Aspect 4.Refer to the supporting [guidance document](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3) for examples of evidence you may wish to include to corroborate your self-assessment. |
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| **Self-assessment score**Delivering your strategy | **0** | **←** | *Insert score between 1 – 5 here**Refer to* [*guidance document*](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3) *for scoring criteria.* |
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| **Aspect 4: Enhancing practice** |
| Enhancing the quality of your P&CE practiceYou have already described some of your key programmes of activity in Aspect 3. You were also invited to provide evidence of the outcomes of these activities.The focus in this Aspect is on how you have organised and supported evaluation of your P&CE activity, to improve the experience of publics and communities and to help staff and students to develop their practical expertise.Have you chosen to develop an institution-wide approach to monitoring and evaluating the quality of your engagement activities? Have you provided support to individuals and teams to help them with evaluation? Have you provided tools and approaches to encourage staff and students to reflect on their practice, and training and support for staff to apply these? How do you collect and share the evidence you gather to improve the experience of publics and communities, and to help you develop better and more effective engagement activity?You should present appropriate supporting evidence to support your narrative, for example:* Details of resources that have been invested to support evaluation and reflection on practice (including specialist support)
* Details of outcome frameworks/KPIs against which you have evaluated the work, and how these relate back to strategic goals (Aspect 1).

Refer to the supporting [guidance document](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3) for examples of evidence you may wish to include to corroborate your self-assessment. |
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| **Self-assessment score**Evidencing success | **0** | **←** | *Insert score between 1 – 5 here**Refer to* [*guidance document*](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3) *for scoring criteria.* |
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| **Aspect 5: Building on success** |
| Supporting a culture of continuous improvementLooking back over the last three years, how effectively have you realised your strategic goals and ambitions for Public and Community Engagement (outlined in Aspect 1)? Have you evaluated the effectiveness of the support you offer (outlined in Aspect 2)?How have you gone about monitoring and sharing your progress – for instance, how and to whom do you report on your progress, inside and outside your institution? How have you involved your communities in this scrutiny of your strategic approach?How have you used this learning about ‘what is working’ (and what isn’t) to inform and improve your strategic approach and the support you offer to staff, students and communities?You should present appropriate supporting evidence to support your narrative, for example:* Infographic to describe the key governance and accountability mechanisms that are in place to monitor your strategic goals (linking back to Aspect 1)
* Details of how your strategic approach and support infrastructure were monitored/ evaluated and how this evidence was used to improve your support (linking back to Aspect 2)
* Details of how you have involved publics and communities in the oversight and steering of your work
* Details of how you have used the findings from your evaluation of activities to improve your work, and build awareness of it (linking back to Aspects 3 and 4)?
* Examples of internal and external reporting of performance

Refer to the supporting [guidance document](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3) for examples of evidence you may wish to include to corroborate your self-assessment. |
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| **Self-assessment score**Communicating and acting on the results | **0** | **←** | *Insert score between 1 – 5 here**Refer to* [*guidance document*](https://www.ukri.org/publications/knowledge-exchange-framework-kef-narrative-guidance-for-kef3) *for scoring criteria.* |

## Data Protection

Under the UK Data Protection Legislation, where an individual person is identifiable this constitutes personal data. Institutions are responsible for verifying that any individuals named or pictured in the narrative statements are made aware and have agreed to their name/image being shared with Research England for the purpose of being published on the KEF website and being processed by UKRI and NCCPE for reporting and analysis purposes.

Submission of the narrative statements to Research England will act as confirmation that appropriate privacy information has been provided to the individuals by the institution.