

APPENDIX 1. Pre-Consultation Project Proforma

Section 1	Forward Plan <i>Please complete this section with details of consultation projects.</i>
Today's Date	
Directorate	
Contact Name	
Contact Telephone Number	
Consultation Project Title	
Consultation Project Start Date	
Consultation Project End Date	
Consultation Project Objectives <i>TIP: When completing this section, it will help to think about why you are consulting with people; what you want the consultation project to tell you; what will the consultation project enable you to do, etc. If you have any queries, please contact your Directorate consultation lead¹ or Johanne Parker</i>	

¹Directorate's consultation leads are as follows: in BES: Emma Hubert; in CYPS: Kathy Peacock; in ACS: Shanna Carrell / Dave Glansford; in FCS: Karen Scott; and, in CEG: Johanne Parker.

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(johanne.parker@northyorks.gov.uk)

Section 2

Consultation Project Plan

Please complete this section to help you plan your Consultation Project.

How does this consultation project relate to corporate priorities?

TIP: It will help to consider the Council Plan which details current corporate priorities for NYCC; speak to your Directorate's consultation lead (see above); or, speak to Johanne Parker

(johanne.parker@northyorks.gov.uk)

How does this consultation project relate to priorities and objectives set out in your Directorate's and your Service's 'Service Performance Plan'?

TIP: When completing this section, it will help to consider your Directorate's 'Service Performance Plan' (should one exist) and your Service's 'Service Performance Plan'. These should both be available from your line manager. Alternatively, you may like to speak with your Directorate's consultation lead (see above); or, to Johanne Parker (Performance and Research Officer:

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johanne.parker@northyorks.gov.uk)

Who will you consult with?

TIP: You should consult with relevant stakeholders. Section 4.2 of the Consultation Toolkit provides guidance about how to identify stakeholders. Do not forget to include those people who are largely 'seldom heard'. Sections 4.2 and 4.3 of the Consultation Toolkit provides advice about identifying with and consulting seldom heard people.

How will you consult with these people?

TIP: At this stage, think about where, when and how you will consult with people. For example, will you go to them, or will they come to you; will you consult them by postal survey or face to face interview; and, will you need to make particular arrangements to consult with, for example, young people; BME people; people with disabilities. Sections 4.3 – 4.8 of the Consultation Toolkit provides guidance in this regard.

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Linked to the above, how will you identify with and involve in your project people who are considered to be seldom heard?

*TIP: At this stage, it may be helpful to note that best practice defines 'seldom heard groups' as follows: BME people; older people; children and young people; people with mental / physical disabilities; rural communities; unemployed people; homeless people; people who are alcohol dependent; women; asylum seekers; gypsies; travellers; the 'well off'; 20 – 30 year olds; people who are not members of established groups; and, people who don't ordinarily get involved with consultation. **Section 4 of the Consultation Toolkit provides guidance** about consulting with seldom heard people. For further information / advice, please speak to your Directorate's consultation lead or to Johanne Parker (johanne.parker@northyorks.gov.uk)*

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Do you need to have in place any particular consents or agreements before you consult with some of the people you want to consult with?

TIP: Section 4.9 of the Consultation Toolkit provides comprehensive advice and guidance in this regard. Your Directorate consultation lead and / or Johanne Parker (johanne.parker@northyorks.gov.uk) can help you with this.

What resources will you require to (a) plan, (b) undertake and (c) complete your consultation project? At this stage, please ensure that you make best use of scarce resources and work with partners, including using / sharing existing data, as much as is practicable.

TIP: Best practice urges us to consider what time, budget and people will be involved in a consultation project. It also suggests that, depending on what methods you use to consult with people, you should consider the cost and

	Time	Budget		People	
		Item	Unit Cost		
Plan	e.g. 3 days	Stationery Photocopying	5	00	2 x 'Band 15' officers for 3 days
Undertake	e.g. 14 days	Meeting rooms	120	00	
		Refreshments (per capita)	5	00	
		Photocopying	25	00	
		Travel expenses for consultees (second class)	25	00	
Complete	e.g. 14 days	Stationery Photocopying	5	00	14 x 'Band 15' officers for 3 days

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availability of the following: printing, postage, venue hire, refreshments, technology, carers, interpreters, technology and equipment, and incentives. **Section 4.10 of the Consultation Toolkit provides guidance** in this regard. Your Directorate consultation lead and / or Johanne Parker (johanne.parker@northyorks.gov.uk) can also help you with this.

Before analysing your consultation findings, how do you plan to gather and organise them?

TIP: Section 5.1 of the Consultation Toolkit provides advice and guidance in this regard. Your Directorate consultation lead and / or Johanne Parker (johanne.parker@northyorks.gov.uk) can also help you with this.

Once you have gathered and organised your consultation findings, before you analyse them, how do you plan to check that you have the information you need to meet your consultation objectives?

TIP: Section 5.2 of the Consultation Toolkit provides advice in this

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regard. Your Directorate consultation lead and / or Johanne Parker (johanne.parker@northyorks.gov.uk) can also help you with this.

If, after evaluating your consultation findings you find that you need more / different information, how do you plan to gather that, when and at what cost?

TIP: Section 5.3 of the Consultation Toolkit provides advice in this regard. Your Directorate consultation lead and / or Johanne Parker (johanne.parker@northyorks.gov.uk) can also help you with this.

Once you have all of the information you require, how will you go about analysing that information?

TIP: Section 5.4 of the Consultation Toolkit provides advice in this regard. Your Directorate consultation lead and / or Johanne Parker (johanne.parker@northyorks.gov.uk) can also help you with this.

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How will you go about reporting on your consultation project?

TIP: Section 6.1 of the Consultation Toolkit provides advice in this regard. Your Directorate consultation lead and / or Johanne Parker (johanne.parker@northyorks.gov.uk) can also help you with this.

How do you plan to feedback your consultation project findings to those stakeholders who contributed to the project?

TIP: Section 6.2 of the Consultation Toolkit provides advice in this regard. Your Directorate consultation lead and / or Johanne Parker (johanne.parker@northyorks.gov.uk) can also help you with this.

How will you use your consultation project findings to change and improve service performance and outcomes for citizens and communities?

TIP: Section 7.0 of the Consultation Toolkit provides advice in this regard. Your Directorate consultation lead and / or Johanne Parker

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*(johanne.parker@northyorks.gov.uk)
can also help you with this.*

If you have any queries about this proforma and how to complete it, please do not hesitate to contact:

Johanne Parker

Performance and Research Officer

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