

## APPENDIX 2: Post Consultation Proforma

<b>Background</b>	
<b>Today's Date</b>	
<b>Directorate</b>	
<b>Contact Name</b>	
<b>Contact Telephone Number</b>	
<b>Consultation Project Title</b>	
<b>Consultation Project Start Date</b>	
<b>Consultation Project End Date</b>	
<b>Consultation Project Objectives</b>	
<i>TIP: When completing this section, it will help to recall the information you provided in your Pre-Consultation Proforma. Alternatively, it will help to recall why you consulted with people; what you wanted the consultation project to tell you; what the consultation project has enabled you to do, etc.</i>	

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### Strategic Fit

**How did the consultation project relate to corporate priorities?**

*TIP: When completing this section, it will help to recall the information you provided in your Pre-Consultation Proforma. Alternatively, it will help to consider the Council Plan which details current corporate priorities for NYCC; speak to your Directorate's consultation lead; or, speak to Johanne Parker ([johanne.parker@northyorks.gov.uk](mailto: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 recall the information you provided in your Pre-Consultation Proforma. Alternatively, it will help to consider your Directorate's 'Service Performance Plan' (should one exist) and your Service's 'Service*

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*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):*  
[johanne.parker@northyorks.gov.uk](mailto:johanne.parker@northyorks.gov.uk)

### **Stakeholders**

#### **Who did you consult with?**

*TIP: When completing this section, it will help to recall the information you provided in your Pre-Consultation Proforma. Do not forget to provide details of those people you consulted with who are largely 'seldom heard'.*

### **Methods**

#### **How did you consult with these people?**

*TIP: When completing this section, it will help to recall the information you provided in your Pre-Consultation Proforma. Do not forget to provide details of whether you went to them, or they came to you; what particular methods you used (e.g. postal questionnaires and focus groups);*

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*and, whether you needed to make any other particular arrangements to consult with people.*

### **Engaging the Seldom Heard**

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

*TIP: When completing this section, it will help to recall the information you provided in your Pre-Consultation Proforma. Please provide as much information as possible about how you engaged people from particular 'seldom heard' groups.*

### **Securing Necessary Permissions**

**Did you secure any particular consents or agreements before you consulted with some people?**

*TIP: When completing this section, it will help to recall the information you provided in your Pre-Consultation Proforma. Please provide as much information as possible about any particular types of consents or agreements you secured and how you went about doing so.*

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### Findings

**What were the key findings from your consultation project?**

*TIP: Consider your project findings and how and whether they relate to and / or answer your consultation project objectives.*

**What else has your consultation project identified?**

*TIP: Consider what else your consultation project has identified which you either did not expect to find out or which does not relate directly to your consultation project objectives. In this section, you may wish to provide information about your experiences during the project or specific project findings.*

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**Has your consultation project identified anything that you think could be of interest to other Directorates in NYCC?**

*TIP: Consider what your consultation project has identified overall, including your experiences during the project. Some findings may be relevant to a particular Directorate. Some experiences may be of interest to all Directorates. This section provides an opportunity to identify lessons to be learned by others.*

### **Forward Actions (to be included in Service Performance Plans)**

**How will you use your consultation project findings to help PLAN services?**

**How will you use your consultation project findings to help IMPROVE services?**

**How will you use your consultation project findings to help DELIVER services?**

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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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E-mail: [johanne.parker@northyorks.gov.uk](mailto:johanne.parker@northyorks.gov.uk)