



CONSULTATION Code of Practice

1.0 Aim

- 1.1 To establish effective, inclusive consultation processes that give the opportunity for voluntary and community sector views to influence the statutory sector's policies, strategies and service plans.

2.0 Shared values

- 2.1 All partners recognise the value of consultation that:
- a) Provides the opportunity for early and unhurried input into policy development;
 - b) Supports the principle of accountability, accessibility, inclusiveness and clarity;
 - c) Is informed, balanced, relevant, honest and transparent;
 - d) Includes implementation and monitoring arrangements and information as appropriate;
 - e) Is open and meaningful – making the best use of the time and resources of organisations.

3.0 Voluntary and community Sector undertakings

- a) To use local infrastructure organisations to encourage participation in consultation and share feedback information;
- b) To be clear about the sectors of the community they represent and where possible to liaise directly with them in consultation exercises;
- c) To explore opportunities for liaising with other voluntary and community organisations across the County working on the same activity, area or service;
- d) To respect the confidentiality of information as appropriate in consultation;

- e) To promote good practice in consultation throughout their organisation and adopt and maintain appropriate quality standards.

4.0 Statutory sector undertakings

- a) Consult with the voluntary and community sector on issues that are likely to affect it, particularly where the statutory sector is proposing new roles and responsibilities for the sector;
- b) Build consultation with the voluntary and community sector into its plans for all policy development work and ensure consultation takes place when plans and policies are still in a developmental state;
- c) Appraise new policies and procedures at the developmental stage identifying implications for the voluntary and community sector;
- d) Develop consultation processes that clearly explain the aims, procedures, boundaries and timescales involved, including producing clear, concise, jargon-free consultation documents which contain all the necessary information to allow necessary consideration and response by the community and voluntary sectors;
- e) To analyse and choose the most appropriate consultation method;
- f) Where possible to follow Government practice and allow 12 weeks for consultation;
- g) To ensure appropriate resources are available for proper consultation;
- h) To analyse carefully the results of consultation and consequently to provide timely feedback that demonstrates the sectors willingness to listen and where appropriate change their original views as a result of consultation;
- i) To publicise and communicate the results of consultation in a timely, accessible format, in particular to all voluntary and community organisations which have participated in the consultation.

This document can be made available in alternative formats (such as large type or audio) and other languages – please contact North Yorkshire County Council on 0845 872 73 74

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