

Consultation checklist

Identification of the issues

- What is the nature and origin of the issue or problem?
- What matters need to be raised and decided?
- What are the possible options and likely contentious issues?
- Are there any genuinely non-negotiable issues?
- Is there any pre existing information?

Identification of participants

- Who is to be consulted or involved?
- Is there a need for multi agency consultation?
- Who needs to be involved within the Council?
- How are participants to be selected?

Objectives of the consultation

- What is the consultation aiming to achieve?
- What information is to be sought?
- Why is consultation taking place at this time?
- What is the appropriate level of involvement for this issue?
- Have the objectives and limits of the consultation been clearly conveyed to participants?

Identification of the stages in the consultation process

- Will participants be involved in all stages of the decision making or only identifying the issues, gathering information, developing options etc?

Identification of consultation techniques

- Need to select the consultation method that meets the objective for the or each stage of the consultation
- Adopt ways of maximising response
- Identify any hard to reach groups and put in place plans for including them in the consultation

Information provided to participants

- Is the information needed by participants available and can it easily be understood?
- Will the information reach the participants in enough time for them to consider and respond?
- What type of alternative formats may be required?

Timetable for consultation

- What time is required for carrying out the consultation, including consideration of any additional time required for community representatives to consult?
- Avoid difficult times of the year
- Is the timetable realistic?
- What are the time constraints?

Resources required

- What resources are needed to carry out the consultation as well as meet participants requirements, e.g. transport, venue hire etc?
- What resources and staff are required?
- Is there a need for staff training or the use of external contractors?
- Are sufficient resources available?

Outcomes and feedback

- Are the required outcomes clear?

- How will these be documented?
- How will the information gathered be used?
- How will the decisions reached be implemented?
- How will this information be fed back to participants and other interested audiences?

Evaluation

- Has the process been effective; has information been adequate and timely; have participants received feedback on the outcomes?