

Consultation and Engagement Strategy - Appendix 2 Pre- Consultation check-list

1. To avoid duplication have you checked whether similar consultation has already been carried out by the council or by partners? Have you checked the [Consultation & Engagement database](#)?

Yes
No
N/A

2. Have you updated the Consultation & Engagement [Forward Plan](#) and [Calendar](#)?

Yes
No
N/A

3. Have you informed your Portfolio Holder and/or relevant Overview & Scrutiny Panel and/or Ward Member?

It is good practice to let appropriate Members know of any planned consultation or engagement activity, particularly if it affects particular wards or a particular portfolio area. Please fully brief relevant Members on the proposals. Where appropriate the relevant Overview & Scrutiny Panel should also be made aware of the consultation or engagement exercise.

Yes
No
N/A

4. How have you ensured that all people who may have an interest been given the opportunity to participate? Please specify how.

5. If an external contractor has been used to conduct the consultation? Who are they and do they conform to the equality aspects of Council's Procurement Strategy?

Yes
No
N/A

Name of contractor.....

6. Have you included equality monitoring questions?

Yes
No

7. Are you using plain English in your consultation? for example no acronyms

Yes
No

8. Are you aware of how to get alternative formats (large print, Braille, etc.) if requested?

Yes
No

9. If relevant, have you selected a suitable venue in terms of physical access, transport, provision of appropriate aids such as hearing loops, signing and interpreting services?) If required?
If yes, please specify.

10. How are you intending to provide feedback to people who have contributed to your consultation and engagement activity?

Post - Consultation check-list

1. Have you provided feedback to those involved in the consultation & engagement activity on how their views and opinions have been used?

Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	If no, why not?
N/A	<input type="checkbox"/>	

2. Have you carried out an evaluation¹ of your consultation and are there any actions required as a result of it?

Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	If no, why not?
N/A	<input type="checkbox"/>	

3. Have you updated the [consultation and engagement database](#) with decisions/outcomes?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
N/A	<input type="checkbox"/>

¹ Did you achieve your objectives e.g. stayed on budget and timescales and received enough responses?
What worked well, what didn't work well, anything worth sharing?
Did Members respond?