# Consultation /Engagement Checklist

This checklist provides a guide for officers to ensure that all the essential steps in carrying out a consultation have been followed. The checklist will indicate if officers require any further advice and support. You will find more information in the Consultation & Engagement Toolkit and from the Comms team.

The term **'consultation'** should be used as a descriptor only when consulting under statutory obligation. This is because statutory obligations require public bodies to consult on specific issues to ensure fairness and transparency in decision-making. This ensures that the consultation process is conducted fairly and that the views of those affected are considered in the decision-making process.

**'Engagement'** is the term that should be used for non-statutory surveys.

| | Yes | No |
|---|---|---|
| Do you need to carry out a consultation / engagement? (Is there an opportunity for views given to influence decisions?) | ☐ | ☐ |
| Have you checked the Community Engagement App for details of any similar consultations / engagement (past, present or future)? | ☐ | ☐ |
| Have the appropriate people approved this piece of work? (DMT, SMT, Council?) | ☐ | ☐ |
| Does your consultation / engagement have a clear purpose? | ☐ | ☐ |
| Does your consultation / engagement give enough information so participants understand the issues and why their views are needed? | ☐ | ☐ |
| Does your consultation / engagement make it clear to participants what you will do with their views and the extent to which they will influence decision making? | ☐ | ☐ |
| Have you spoken to any council services who may be affected, interested or doing similar work? | ☐ | ☐ |
| Is there a lead officer identified for this exercise? | ☐ | ☐ |
| Have you allocated sufficient time and resources for this consultation / engagement to be carried our effectively? | ☐ | ☐ |
| Are you clear about who your target audience is? | ☐ | ☐ |
| Have you considered seldom heard groups? | ☐ | ☐ |

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|---|---|---|
| Have you checked that your chosen consultation / engagement method(s) suit your audience/topic? | ☐ | ☐ |
| Have you thought about how you will collate and analyse your data once it has been collected? | ☐ | ☐ |
| Have you made clear to participants how much time is involved in taking part in the consultation / engagement? | ☐ | ☐ |
| Have you checked the 'Lessons Learned' guide on the Hub? | ☐ | ☐ |
| Have you ensured that your consultation is compliant with GDPR? If not, make sure to contact your GDPR representative. | ☐ | ☐ |
| Have you thought about how you will publicise your consultation? Contact the Communications Team to let them help you. | ☐ | ☐ |
| Have you have used Plain English throughout your consultation? (Plain English guide can be found on the My Council Works and you should ask the Communications team to proofread your consultation). | ☐ | ☐ |
| Have you checked the readability of your consultation document? Our aim is that all documents reach 70% readability. Please write your current score here: ☐ (More information available here). | ☐ | ☐ |
| Have you logged this consultation with the Communications team? All consultations must be published on the website. | ☐ | ☐ |

**Immediately after the consultation:**

| | | |
|---|---|---|
| Have you advised the Communications team about the numbers of respondents? | ☐ | ☐ |
| Have you contacted the Communications Teams to let them issue a 'thank you for getting involved' message from the council on social media? | ☐ | ☐ |

**Within 12 weeks of the consultation / engagement ending:**

| | | |
|---|---|---|
| Have you provided the Communications team with the information about how feedback influenced decisions, for addition to the website? | ☐ | ☐ |
| Have you contacted the Communications Team to let them issue a 'You Said/We Did' message from the council on social media linking to this information on the website? | ☐ | ☐ |

What next?

For further advice and support please get in touch:

Communications team

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