

Consultation Planning Checklist

For use by the generator of the consultation to think through and plan the undertaking of the survey. To be retained by the generator

OBJECTIVES AND EXPECTATIONS / STARTING OUT
Q.Why are you consulting?
A.
Q.What do you want to find out?
A.
Q.Have you set expectations (yours, members' & people's)? i.e. number of returns
A.
Q.Which if any Councillors need to be involved?
A.
Q.Have you got / do you need Member approval?
A.

WHO TO CONSULT / HOW TO PLAN THE CONSULTATION
Q.Who has a stake in the consultation?
A.
Q.Who are your target groups?
A.
Q.Have you included non-users as well as users?
A.
Q.How will you ensure representation across equality target groups – ethnic minorities, people with disabilities, women, elderly people, people on low income, young people and children?
A.
Q.Will your consultation process be accessible and appropriate to all those who should be consulted?
A.
Q.Have you asked the community you are consulting what type of consultation process they think should be used?
A.
Q.Who already knows about the consultation & how much do they know?
A.
Q.What's in it for the participants?
A.
Q.Have you included staff and trade unions to input into the planning of the consultation?
A.

Q.Is a similar consultation already being done / will you be duplicating / can you combine with someone else?

A.

CHOICE OF CONSULTATION TECHNIQUE

Q.Is the choice appropriate for the objective?

Explain why

A.

Q.Is it appropriate in terms of quantitative – qualitative?

A.

Q.Is it appropriate in terms of sample size?

A.

Q.Is it appropriate in terms of sample selection?

A.

Q.Can you do it yourself or will you need outside help and advice? If you cannot resource the consultation from within existing funds you may need to revise your plans.

A.

Q.How can the consultation be E-enabled?

A.

PROCESS

Q.Have you got budget set?

A.

Q.What is the cost of staff/time?

A.

Q.What is the cost of bought in goods and services?

A.

Q.What other costs are there?

A.

Q.How much time have you got for the consultation?

A.

Q.Have you allowed sufficient time for responses?

A.

Q.Is the information and explanation you are presenting easily accessible? i.e. Plain English

A.

Q.Is the information and explanation you are presenting easily accessible? i.e. Translations

A.

Q.Are you making appropriate efforts to get 'hard to reach' groups?

A.

Q.What could go wrong?

A.

MONITORING AND EVALUATION

Q.How will you evaluate the results/findings?

A.

Q.How will you feedback results to those consulted?

A.

Q.How will you know if the consultation has been successful?

A.