

## **1. SUMMARY**

- 1.1** The CPP Community Engagement Strategy and Action Plan was approved in June 2009. The Action Plan details 4 main outcomes and a number of actions to achieve those outcomes. One of the actions is to gather and record engagement activities of all partners at all levels.
- 1.2** As part of this a pro forma has been developed to begin the process of gathering information about any planned, current or recent consultation
- 1.3** The information will be gathered at a local level and collated to give an overall picture of consultation activity. Information will also be collated at an Argyll and Bute level and made available to all partners.

## **2. CONSULTATION DIARY**

- 2.1** Consultation describes the many ways that we in Argyll and Bute use to help people know about our services and activities, to give them a voice in what we do, and to get involved in community action and decision making. Through our local community planning groups we will
  - keep a diary covering recent, current and future consultation exercises;
  - work closely with community organisations, voluntary groups and forums;
  - encourage individuals, groups and communities to help us plan how we deliver services in local areas and across Argyll and Bute; and
  - work to strengthen local communities by encouraging people to participate.

We encourage all our partners and all our services to consult widely and to work in partnership where appropriate.

## **2. RECOMMENDATIONS**

- 2.1** That the LACPG agrees the proposed format for gathering and sharing information.

- 2.2** That partners use the form to gather information and return any completed forms to their local LACPG contact within the time agreed.
- 2.3** That information be collated and made available to all partners
- 2.4** That 'Consultation Diary Update' be an agenda item at every second LACPG (four monthly)

For further information contact: Eileen Wilson,  
Community Planning Manager  
[eileen.wilson@argyll-bute.gov.uk](mailto:eileen.wilson@argyll-bute.gov.uk)

Telephone 01436 658726

## CONSULTATION DIARY ENTRY

If you are organising a consultation, please fill in this form, either electronically or on paper, then email or post the completed form to your local LACPG contact. (Details for LACPG contacts are given at the bottom of this form.)

Please complete a separate form for each consultation exercise.

### A. Key Points

A1. Title of consultation

A2. Purpose of consultation

A3. Key contact person for the consultation

Name

Council Service / Partner organisation

Telephone number

Email

A4. Approximate start date (dd/mm/yy)  A4. Approximate end date (dd/mm/yy)

A5. Are you carrying out the consultation as part of a statutory process? Yes  No

A6. When do you expect to give feedback on the consultation (dd/mm/yy)?

### B. Who is consulting?

B1. If you are leading this consultation on behalf of Argyll and Bute Council, please identify the Services within the Council that will be involved in carrying out the consultation (check all that apply).

*Chief Executive's Unit*

Strategic Finance  Improvement and HR

*Community Services*

Adult Care  Education

Children and Families  Community and Culture

*Development and Infrastructure Services*

Roads and Amenity Services  Planning and Regulatory Services   
 Economic Development

*Customer Services*

Governance and Law  Customer and Support Services   
 Facility Services

B2. Please list any partner organisations / departments involved in carrying out the consultation:

i.	
ii.	
iii.	
iv.	
v.	

**C. Who are you consulting with?**

C1. Which of the following groups will you consult with? (Check all that apply.)

Elected Members	<input type="checkbox"/>	Argyll and Bute Youth Forum	<input type="checkbox"/>
Council Officers	<input type="checkbox"/>	Young people / youth groups	<input type="checkbox"/>
Voluntary groups	<input type="checkbox"/>	General public / residents	<input type="checkbox"/>
Community Councils	<input type="checkbox"/>	Community Planning Partnership	<input type="checkbox"/>
Community / Local Forums	<input type="checkbox"/>	Community Planning Partners	<input type="checkbox"/>
Third Sector Partnership	<input type="checkbox"/>	Parents	<input type="checkbox"/>
Disability Network	<input type="checkbox"/>	Parent Councils	<input type="checkbox"/>
Elderly Forum	<input type="checkbox"/>	School pupils	<input type="checkbox"/>
Citizens' Panel	<input type="checkbox"/>	Pupil Councils	<input type="checkbox"/>
User groups	<input type="checkbox"/>	Service users	<input type="checkbox"/>
Tenants / Residents Associations	<input type="checkbox"/>	Potential Service Users	<input type="checkbox"/>

Other groups (please write in)


**D. How are you carrying out the consultation?**

D1. Please indicate which of the following you will use to publicise your consultation. (Check all that apply.)

Articles in newsletters	<input type="checkbox"/>	Posters / flyers	<input type="checkbox"/>
Information sheets	<input type="checkbox"/>	Presentations	<input type="checkbox"/>
Letters	<input type="checkbox"/>	Press release	<input type="checkbox"/>
Website	<input type="checkbox"/>	Press advert	<input type="checkbox"/>

Libraries  Service points / community centres   
 Other

D2. If you have checked 'other', please give details:

D3. What consultation methods do you intend to use? (Please check all that apply)

Community visioning	<input type="checkbox"/>	Survey – face to face	<input type="checkbox"/>
Customer comment card / slips	<input type="checkbox"/>	Survey – telephone	<input type="checkbox"/>
Exhibition	<input type="checkbox"/>	Survey – postal	<input type="checkbox"/>
Focus groups / workshops	<input type="checkbox"/>	Survey – online	<input type="checkbox"/>
Public meeting(s)	<input type="checkbox"/>	Web-based discussions	<input type="checkbox"/>
Participatory appraisal	<input type="checkbox"/>	Individual interviews	<input type="checkbox"/>
Circulating documents	<input type="checkbox"/>	Conference	<input type="checkbox"/>
Opinion poll	<input type="checkbox"/>	Partnership approach / ongoing dialogue	<input type="checkbox"/>

Other (please write in)


**E. Consultation events**

E1. Are you planning any events as part of this consultation? Yes  No

E2. If you are planning events, please briefly describe their number and types.

Number of planned events	
Type of events	

**When you know dates and locations of the events, please give your LACPG contact the details so that these can be entered into the events diary.**

## F. Geographic areas covered

F1. Which parts of Argyll and Bute will the consultation cover? (Tick all that apply)

- |                                     |                          |                        |                          |
|-------------------------------------|--------------------------|------------------------|--------------------------|
| Argyll and Bute wide                | <input type="checkbox"/> | Helensburgh and Lomond | <input type="checkbox"/> |
| Mid Argyll, Kintyre and the Islands | <input type="checkbox"/> | Bute and Cowal         | <input type="checkbox"/> |
| Oban, Lorn and the Isles            | <input type="checkbox"/> | Other                  | <input type="checkbox"/> |

F2. If you have said that the consultation will cover 'other' areas, please give details:

## G. Feeding back the consultation results

When you have written a final report for the consultation, please send an electronic copy to your LACPG contact(s) for distribution.

**Thank you for completing this form. Please send it to your local LACPG contact (details below).**

### LACPG contacts

**Eileen Wilson  
Community Planning Officer  
25 West King Street  
Helensburgh  
G84 8UW  
01436 658726  
eileen.wilson@argyll-bute.gov.uk**