

Consultation 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 Toolkit and from the Research and Engagement Officer.

	Yes	No
Do you need to carry out a consultation i.e. is there an opportunity for views given to influence decisions?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked the Consultation Diary for details of any similar consultations (past, present or future)?	<input type="checkbox"/>	<input type="checkbox"/>
Have the appropriate people approved this piece of work? (e.g. DMT, SMT, Council?)	<input type="checkbox"/>	<input type="checkbox"/>
Does your consultation have a clear purpose that is obvious in the information you provide and questions you ask?	<input type="checkbox"/>	<input type="checkbox"/>
Does your consultation match the standards and principles set out in the council's Consultation Toolkit?	<input type="checkbox"/>	<input type="checkbox"/>
Have you spoken to any council services who may be affected, interested or doing similar work?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a lead officer identified for this exercise?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked the 'Good practice' guide on the Hub?	<input type="checkbox"/>	<input type="checkbox"/>
Have you made the purpose of the consultation clear to participants and explained the extent to which their views will influence decision making?	<input type="checkbox"/>	<input type="checkbox"/>
Have you thought about how you will collate and analyse your data once it has been collected?	<input type="checkbox"/>	<input type="checkbox"/>
Have you made clear how much time is involved in taking part in the consultation?	<input type="checkbox"/>	<input type="checkbox"/>
Are you clear about who your target audience is?	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered hard to reach groups?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked that your chosen consultation method(s) suit your audience/topic?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that your consultation is compliant with GDPR? If not, make sure to contact your GDPR representative .	<input type="checkbox"/>	<input type="checkbox"/>

Have you allocated sufficient time and resources for this consultation to be carried out effectively?

Have you have used Plain English throughout your consultation? (Plain English guide can be found on the [Hub](#), and you must ensure that that Research and Engagement Officer proof reads 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 [Research and Engagement Officer](#)? All consultations must be published on the [website](#).

What next?

For further advice and support please get in touch:

Research and Engagement Officer

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