

Public Consultation Strategy Action Plan

Appendix 2

AIM	ACTION	TARGET	RESOURCE LEVEL	LEAD	DEADLINE	OUTCOME
To effectively coordinate and disseminate consultation	To establish an internal inter-divisional working group	Working group with terms of reference to be established	low	Community Planning Officer	Jan-07	reduced consultation overload, reduced duplication, increased quality of consultation,
	To imbed the consultation toolkit	Each member of the working group to have disseminated within their division	low	Community Planning Officer	Jan-07	increased quality of consultation
		To ensure that all contractors who provide Council services are aware and use the Strategy when consulting on their services		Contract services managers	Jan-07	increased quality of consultation
	To create a database of consultation data, results and outcomes	database developed that allows more information to be shared	low	Community Planning Officer	Mar-07	increased use by all departments of consultation data

Public Consultation Strategy Action Plan

Appendix 2

	To produce an action plan for communicating consultation feedback	Plan to be produced by working group	low	Communications Officer	Mar-07	increased satisfaction and feeling of empowerment within the community
To engage more stakeholders in consultation	To build links and capacity with hard to reach groups	Through the LSP Community Involvement group and RDC diversity group identify 'gate keepers' and undertaken work to identify barriers to participation with disability, and BME groups residing in Rochford.	medium	Community Planning Officer	Dec-07	consultation that is more reflective of the whole community
	To develop a consultation framework to engage young people	To have an appropriate range of methods and 'gate keepers' to engage young people	medium	Community Planning Officer	Dec-07	consultation that is more reflective of the whole community
To review existing consultation arrangements	To review value for money and credibility of RDC Citizens Panel prior to the panel be renewed	To have submitted to senior management team options for future options on consultation	low. Resource high if new panel recruited	Community Planning Officer	Mar-07	Increased cost effective consultation

Public Consultation Strategy Action Plan

Appendix 2

	To review the quality of consultation tools being used by departments	To have reviewed the quality and range of consultation tools and techniques being used.	low	Community Planning Officer	Mar-07	Increased cost effective consultation
	To review the consultation strategy	The strategy to be reviewed by June 2010	low	Community Planning Officer	Jun-07	consultation that is cost effective, of a high standard and inclusive