

Consultation and Engagement with Communities in Shetland Project Plan Checklist

Before You Start	Yes/No
Do you know where you are on 'The Ladder of Participation'?	
Do you know the difference between consultation and engagement?	
Have you looked at the standards for Community Engagement?	
Have you considered contacting the Community Planning Support Team or enrolled on the Engaging and Consulting with Communities Training course?	

Stage 1

Why consult/engage	
Have you allocated sufficient time for the planning and implementation of this exercise?	
Do you have sufficient knowledge to undertake the exercise?	
Have the public already been asked relevant questions – have you visited the datashare site?	

Stage 2

What is the exercise about	
What will you specifically consult/engage about?	
What are your key objectives?	
Have you written a clear statement of intent that describes how the results will be used?	
Have the constraints that apply to the decision, when made, been defined e.g. legal, financial or technical?	
Have the resources you need to complete this exercise been defined?	

Stage 3

Who to consult/engage	
Have you aimed to seek a representative cross-section of views?	
Has appropriate action been taken to reach 'The Hard to Reach'?	
Have you defined the community or most important stakeholders?	

Stage 4

When to consult/engage	
Have you logged your intention to consult/engage with the Policy Unit?	
Have you involved existing networks and forums before putting together options and proposals?	
Have you allowed adequate time for this exercise including publicity?	
Have you allowed enough time for people to respond and be aware of significant events?	

Stage 5

Carrying out consultation/engagement	
What methods of consultation/engagement will you use?	
Have you chosen a method that will produce a representative sample of the target audience?	
Have existing mechanisms been used alongside anything additional you chose to do to inform and stimulate public interest, particularly in relation to major strategic and island wide issues?	
What equipment and supplies will you need?	

Stage 6

Engaging Everyone	
Have you ensured that this exercise is accessible to all?	
Has the Guiding Principles been used to guide this consultation/engagement?	
Have you used all available means to publicise the consultation/engagement?	

Stage 7

Implementation Plan	
Have you prepared an implementation plan for the exercise?	
Have you referred to the standards of community engagement?	
Have you produced a document that assigns tasks to resources and timescales?	
Have you planned explanation to the target audience on how results will be used, into the exercise?	

IMPLEMENTATION

Having completed Stages 1-7, this part should be relatively easy! When approaching the audience, the way in which the results of the

consultation/engagement will be used must be clearly explained.

AFTER IMPLEMENTATION

Stage 8

Analysing Results	
Have results been analysed in a fair manner?	
Have you allowed sufficient time to analyse the results?	
Have results been made available to all who wish to receive them?	

Stage 9

Incorporating Results	
Have the results been summarised and recommendations reached?	
Have you shared your findings with other partners/ stakeholders?	
Have the results been uploaded onto datashare site?	

Stage 10

Feedback	
Have you informed stakeholders about the results of the exercise and the action to be taken?	

Stage 11

Evaluation	
Did the exercise directly inform a decision, shape a policy or service delivery arrangements?	
Has the exercise helped to improve the cost effectiveness of a service?	
Does the service or policy now more closely match users' needs and aspirations?	
Did the exercise reach a representative sample?	
Did the exercise reach the appropriate target groups?	
Was the response rate high enough to give reliable results?	
Was the exercise cost effective?	
Can you demonstrate how you are going to implement the recommendations?	
Have you learned anything about what does and does not work in public consultation?	
Have you shared any of these lessons with others via the Policy Unit?	

