

STOCKTON-ON-TEES BOROUGH COUNCIL

CABINET RECOMMENDATIONS

PROFORMA

Cabinet Meeting25th November 2010

1. Title of Item/Report

Consultation Strategy

2. Record of the Decision

Cabinet was presented with the revised Consultation Strategy (Let's Listen) – produced as a result of the EIT review of Communication, Consultation and Engagement. The Consultation Strategy provided a framework for all consultation carried out by the Council, as well as establishing the processes by which it would be managed and evaluated.

Members were reminded that the EIT review of Communication, Consultation and Engagement identified the need for an up-to-date Consultation Strategy – the last one being published in 2007. The proposed Consultation Strategy was provided to Members.

The Strategy was supported by a guidance document (Putting Consultation into Practice) for officers.

The Strategy was part of a wider suite of documents that collectively outlined the Council's approach to Communication, Consultation and Engagement, making references where appropriate to key partners, which included:

- Communications Strategy
- Community Engagement Strategy – Let's Get Engaged
- Community Assets Transfer Policy
- Third Sector Investment Fund
- Community Fund

Consultation on the Strategy had been conducted with Policy Officers Group, Heads of Service, key partners, the Cabinet portfolio holder, Group Leaders and CASSI Select Committee who conducted the original review.

An implementation plan has been developed and a key action from the plan was to update the Concordat for Members and this would be done jointly with Democratic Services and brought to a future Cabinet for

approval.

The EIT review of Communication, Consultation and Engagement identified that there was a capacity issue relating to Consultation. This would be addressed as part of the wider Engagement Strategy implementation and EIT review that included Business Support and Performance Management.

The Consultation Plan format had been revised to be fit for purpose. The plan would be updated quarterly and focus on the top level consultations. The Consultation Plan would be used corporately to monitor and support consultation activity and to offer advice and training where required. The Consultation Plan:

- would be available on the Intranet for officers and Members
- would be used to produce an Annual Consultation report as part of a revised approach to Council and public reporting of performance
- would be used to create a Consultation Finder facility on the Council's website detailing current, planned and completed consultation exercises
- would be used by services to complete the quarterly performance reports and information profiles

RESOLVED that the Consultation Strategy be endorsed.

3. Reasons for the Decision

To comply with the Council's statutory duty to consult.

4. Alternative Options Considered and Rejected

None

5. Declared (Cabinet Member) Conflicts of Interest

None

6. Details of any Dispensations

Not applicable

7. Date and Time by which Call In must be executed

By no later than midnight on Friday 3 December 2010.

Proper Officer
29 November 2010