									APPENDIX 1
Consultation Plan		Changes to Council Tay Charges for Empty and Socied Homes, Consultation 2012/12							
Project Name Service Group		Changes to Council Tax Charges for Empty and Second Homes - Consultation 2012/13 Resources							
Service Group Service Area		Customer Services and Taxation							
Project Manager/Lead		Debbie Hurwood							
Project Start Date		15th October 2012							
Project End Date	tod to Project (i.e. beweet)	6th January 2013 The consultation will help the Council's Cabinet make decisions about Council Tax charges on empty and second homes in the Borough.							
project help your busines									
Project Objectives (i.e. what do you want to achieve		The Council will consult with interested and affected parties on the proposals relating to Council Tax charges on empty and second homes. The Council is seeking feedback about proposed changes to inform the final decision. The consultation process will enable information to be							
with/from the project)		gathered and evaluation of the potential impact of the proposals.							
Sta	akeholders	WHAT role stakeholder will	HOW stakeholder will engage WHERE stakeholder will	WHEN stakeholder will engage in the	Lead officer	Supporting officers	Key resources	Actions	Issues/Matters Arising
		play in the consultation project	in consultation project engage in the consultation project	consultation project					
Governance and	Borough Councillors	Consider proposals for	Receive reports on proposals; Prescheduled meetings of	Cabinet on 04.10.12 for approval of	Debbie Hurwood	TBC	ТВС	TBC	ТВС
Regulation		consultation, receive	Receive Consultation Briefing Cabinet and 'Regen and	consultation plan and proposals to be					
		consultation findings and	note via email advising how to Transport Select committee'	consulted on. Select Committee on					
		make final decision on way	engage in consultation	10.09.12 and further meeting to be					
		forward		arranged to discuss outcome of consultation work.					
Management and Staff	CMT	Consider proposals for	Consider and advise on Prescheduled meetings	Between 15.10.12 and 06.01.13	Debbie Hurwood	TBC	TBC	TBC	TBC
		consultation, receive	proposals for consultation in						
		consultation findings and	advance of consultation						
		make final decision on way							
Housing providers	RSLs	forward Respond to Consultation	Receive Consultation Briefing Via email/post/focus group	Between 15.10.12 and 06.01.13	Debbie Hurwood	TBC	TBC	ТВС	TBC
riousing providers	NOES	Questionnaire and/or attend	note via email advising how to	between 13.10.12 and 00.01.13	Debbie Hai Wood		T BC		
		drop in sessionsl; dedicated	engage in consultation;						
		focus group	invitation to focus group with						
	Developers	Respond to Consultation	RSLs Receive Consultation Briefing Via email/nost/focus group	Between 15.10.12 and 06.01.13	Debbie Hurwood	ТВС	TBC	TBC	TBC
	Developers	Respond to Consultation Questionnaire and/or attend	Receive Consultation Briefing Via email/post/focus group note via email advising how to	Detween 13.10.12 dila 06.01.13	הבחטוה נומו M000	IDC	IDC	IDC	IDC
		drop in sessionsl; dedicated	engage in consultation;						
		focus group	invitation to focus group with						
			developers						
	Duivata Landlanda	Degrand to Consultation	Descive Consultation Driefing Wis consil/seat/feets group	Datuman 15 10 12 and 00 01 12	Dabbia Humus ad	TDC	TDC	TDC	TDC
	Private Landlords	Respond to Consultation Questionnaire and/or attend	Receive Consultation Briefing Via email/post/focus group note via email advising how to	Between 15.10.12 and 06.01.13	Debbie Hurwood	TBC	TBC	TBC	TBC
		drop in sessionsl; dedicated	engage in consultation;						
		focus group	invitation to focus group with						
			Private Landlords						
Residents	Adult Residents	Respond to Consultation	Consultation questionnaire Via email/post	Between 15.10.12 and 06.01.13	Debbie Hurwood	TBC	TBC	TBC	TBC
		Questionnaire and/or attend drop in sessions	(paper or online); drop in sessions						
			oval from parents/guardians: verification of identify from Hea	d of Service)					
Identify Quantitative	Postal Questionnaire	Yes							
Consultation Methods to be Used									
	Online Questionnaire	Yes							
	Comments/Suggestions/Feed back cards with closed (i.e.	u res							
	multi-choice questions)								
	·								
Identify Qualitative	Scheduled Meetings of	Yes							
	Representative Groups								
be Used	Focus Groups	Yes							
	Comments/Suggestions/Feed								
	back cards with open ended questions								
How do you plan to		he 'COMMUNICATION' pages of this helpsheet							
promote the consultation									
project/wider business									
objectives									
How do you plan to	Quantitative								
collate the consultation									
findings?									
	Qualitative								
How do you plan to	Quantitative	1							1
analyse the consultation									
findings?									
	Qualitative								
How do you plan to	Quantitative	+		+	+		+		+
interpret the consultation									
findings?									
	Qualitative								
How do you plan to repo	rt the consultation findings?				+		+		
now do you plan to repol	re the consultation infulligs?								
When do you plan to rep	ort the consultation findings?								
How do you plan to then	k and feedback to consultees?						-		1
How do you plan to than	wand reedback to consuitees?								
							<u> </u>		<u></u>
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