




Neighbourhood Council – DRAFT Consultation Timetable



This consultation process will follow the standards in the Community Engagement Framework. We will be using a wide range of methods to consult with residents, statutory service providers, community and voluntary sector and internal council staff.



Key RAG rating – ● Green - we are getting on with it, ● Amber - not sure if Ben needs to be there, ● Red - being we need Ben (or Bill) to lead.


Timeline	Action	Aim	Responsibility	Stakeholders <small>This list is not exhaustive</small>	Where	Partners <small>This list is not exhaustive</small>	Methods of engagement	Cllrs Required
Nov 2011	Neighbourhood based consultation sessions with residents who identify as having specific experiences and needs such as disabled, LGBT, BME, older people, learning challenges etc	To support the development of Neighbourhood Councils in ensuring the complexities of including equalities issues at a neighbourhood level.	Sam Warren Claudia Rees Support from range of colleagues	Residents within equalities groups	All wards	Police Health Community and Voluntary Sector Housing Providers Libraries Schools Active for Life workers Churches Children's Centres Other frontline staff Advise staff Communications Team Community	Targeting specific residents known to partners and internal services	●


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						Safety Team		
Briefing to all neighbourhood community development workers 22 nd November LATs: Nov, Dec, Jan	Neighbourhood consultation events open to all, such as LATs, other neighbourhood forums, e.g. 'friends of' groups	To ensure all neighbourhoods are able to contribute to the development of Neighbourhood Councils	Sam Warren Claudia Rees Will be delivered through CD workers in commissioned areas Environment Improvement team to deliver to some LATs	All residents and workers in a geographical area – including business and voluntary sector. LATs, Forums, Friends of groups, TA's, RA's etc	Wards with Community Development Commissioning support	Police Health Community and Voluntary Sector Housing Providers Libraries Schools Active for Life workers Churches Children's Centres Other frontline staff	Focus Groups, with LATs Neighbourhood Forums, Tenants Associations Council Web-site Social media Local Newsletters Partners networks Data base/email	
December to January 2011 Youth Council	Consultation event with Communities of Interest and Identity Organisations	To support the development of Neighbourhood Councils in ensuring the complexities of	Sam Warren Claudia Rees Support from range of colleagues	BMECP LGBT Groups Federation of Disabled people Mosaic	City Centre	Partnership Community Safety Team Police Health CVSF –	Focus Groups or use of current events and meetings	

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focus group December Women's Centre (network, staff, service users) December FIS service user group - December	and groups	equalities issues at a neighbourhood level.	and partners	Women's Centre Rise Men's Network Friends Families and Travellers Women's Services Strategic Network Refugees and Asylum seekers group Faith Groups Carers Youth Council Older peoples Council Mental Health		Equalities Reps Adult Social Care CYPT SCP	with specific COI organisations Partners networks CVSF Direct invitation Council Web-site Social media	
December to January 2011 Public event 24 th November	Consultation event with the Voluntary and Community Sector organisations.	To support the development of Neighbourhood Councils in their approach and engagement of the voluntary and community sector.	Sam Warren Claudia Rees Support from range of colleagues and CVSF partners	CVSF membership groups Small community and voluntary groups Community base	City Centre	CVSF WTP Community Base Communications Team	Use of current events and meetings Partners networks CVSF Direct	

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		To understand the skills knowledge and ongoing capacity building needs to develop and run neighbourhood councils		organisations Infrastructure Organisations			invitation Council web-site Social Media Community Base	
December	Pre-meet for member group leaders	To brief and explain the process of consultation which will take place with elected members	Group leaders David Murray to brief group leaders		NA		Formal Briefing with information and gather feedback	
December	Consultation session with all elected members.	To support the development of the role of elected members in Neighbourhood Councils	Sam Warren Claudia Rees Support from range of colleagues in Democratic Service	All elected members	NA	Democratic Services	Information about sessions shared through Direct invitation Social	

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							Media	
December 2011	Postal questionnaire to be sent to a random sample of residents in the city	To ensure wide audience and input to the NC development process from residents that do not wish to or cannot attend meetings.	Performance and Analysis Communications	Sample of residents across the city	NA	Communications Team	Direct mail out Use city clean mail out	
November to January 2012 Parents Forum Website, Facebook page and Twitter - November Amaze Facebook page- November	Questionnaire on the Council Consultation Portal	To ensure wide audience and input to the NC development process from residents that do not wish to or cannot attend meetings.	Performance and Analysis Communications	All residents, business, Voluntary and Community Sector, public sector	NA	Research and Analysis Team Communications Team Learning and Development	Information about the questionnaire shared through Council Web-site Social media – Facebook, Twitter Local Newsletters Partners networks, including	

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<p>FIS links in Children's Centres and Schools</p> <p>FIS to send link to database of families, nurseries, after school clubs</p>							forums, LATs TA's etc Email	
December 2011	Final Public meeting with Leader, Chief Executive, members.	To meet the public and hear some of the early messages coming through the consultation process	David Murray Ben Duncan	All residents, business, Voluntary and Community Sector, public sector	City Centre		Two way feedback and live streaming of Twitter feed into the meeting Information fed in from other events Representa	

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							tive from areas, groups and organisations.	
November to January 2012	Use of social media	To ensure wide audience and input to the NC development process from residents that do not wish to or cannot attend meetings.	Communications Team Tina	All		Communications Team NESTA work	An agreed communication approach with communication including public publicity explaining all consultation times and how residents can get involved. An agreed logo used for all tweets and publicity to	

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							<p>badge the work and show that it is supported by City council. A live feed on facebook/twitter/linkedin and via the City Council website and Get Involved website giving agreed messages out throughout the campaign. At events it would be helpful to give an</p>	

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							<p>update on trends and numbers of people already giving their thoughts so communications would need to do data analysis on day by day basis. Press work developed with media releases at strategic points. Ideally a graphic showing a balance of people's views could be</p>	

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							developed to graphically show people's acceptance or no acceptance of neighbourhood councils	
November to December 2012	Internal staff consultation process Use of wave and consultation portal	Organisational Change "buy in"	Performance and Analysis Communications	All council staff	Council intranet and wave Send out to areas without access to internet access	Communications Team		