

Draft

Consultation Plan

To be completed for all consultations in line with the council's Consultation Charter
For sign off by service lead and Corporate Manager (Executive Support)

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|---|-------------------|
| 1. Title of consultation | |
| | |
| 2. Responsible officers | |
| Director | |
| Service lead | |
| Consultation lead officer | |
| 3. Purpose of the consultation | |
| <i>Explain why the council is consulting on this issue. Where the council has a preferred option, state this and explain how and why that preference was chosen. Where specific options have been rejected, explain why we do not consider them practical. Where options are offered, they should be realistic and deliverable.</i> | |
| 4. Timing, duration and key milestones | |
| <i>Set out when will the consultation take place and for how long (6-8 weeks minimum)</i> | |
| <i>Set out other key milestones e.g. date of report to committee, data analysis schedule and date of publication of results and feedback</i> | |
| 5. Equality Impact Assessment | |
| <i>Confirm that a EQIA has been completed and date</i> | |
| 6. Consultees and how they will be consulted (survey, public meeting, exhibition, focus group) | |
| Consultee | Method |
| <i>Those most affected by the proposal (state who)</i> | |
| <i>Exeter residents</i> | |
| <i>General public</i> | |
| <i>Members (ECC and DCC)</i> | |
| <i>Partners and other statutory stakeholders</i> | |
| <i>Other stakeholders</i> | |
| 7. Public Sector Equality Duty | |
| <i>Set out any special provisions that are required to ensure that people with protected characteristics are able to partake in the consultation.</i> | |
| Characteristic | Special provision |
| <i>Age</i> | |

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|--|--|--|--|
| <i>Disability(includes mobility, sensory, learning and mental health)</i> | | | |
| <i>Race/ethnicity(includes Gypsies and Travellers),</i> | | | |
| <i>Sex and gender</i> | | | |
| <i>Gender identity</i> | | | |
| <i>Religion and belief</i> | | | |
| <i>Sexual orientation</i> | | | |
| <i>Pregnant women, new and breastfeeding mothers,</i> | | | |
| <i>Marriage and civil partnership</i> | | | |
| 8. Supporting information | | | |
| <i>What background information will be provided for consultees and in what format?</i> | | | |
| | | | |
| 9. Publicity | | | |
| <i>How will consultees be made aware of the consultation and the results?</i> | | | |
| | | | |
| 10. Accessibility | | | |
| <i>How will you ensure that consultation material meets accessibility and readability standards? (See intranet)</i> | | | |
| | | | |
| 11. Demographics | | | |
| <i>What demographic data, if any, will be collected on consultees?</i> | | | |
| | | | |
| 12. GDPR | | | |
| <i>If personal data is being collected, confirm that this has been agreed with the Data Protection Officer and that an appropriate privacy statement is included in any surveys.</i> | | | |
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| 13. Resource implications | | | |
| <i>Set out which internal resources will support this consultation or provide details of external resource requirements and means of funding.</i> | | | |
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| 14. Carbon Footprint (Environmental) Implications: | | | |
| <i>How are carbon/environmental impacts arising from the consultation being addressed?</i> | | | |
| | | | |
| 15. Approval | | | |
| <i>Service Lead</i> | | <i>Corporate Manager (Executive Support)</i> | |
| Name | | Name | |
| Signature | | Signature | |
| Date | | Date | |