



## Checklist

This checklist provides a guide for officers planning a research or consultation exercise. The aim is to ensure that good practice is followed; that officers have access to any further advice and support they may require and that the work carried out stands up to scrutiny.

If you are not able to answer yes to all the following questions, you should either not consult or seek advice before doing so.

	Yes	No
Are you clear about the purpose of your research or consultation exercise and what you are trying to achieve (i.e. the aims and objectives)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with the mandatory standards and principles outlined in the <u>Involving Communities Framework</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are you using resources efficiently?</b>		
• have you checked <a href="#">Involve</a> for details of any similar exercises (past, present or future)?	<input type="checkbox"/>	<input type="checkbox"/>
• have you spoken to any council services who might be affected, interested in or doing similar work?	<input type="checkbox"/>	<input type="checkbox"/>
• have you allowed sufficient time for this work to be carried out effectively?	<input type="checkbox"/>	<input type="checkbox"/>
• have you allocated enough people to work on this project?	<input type="checkbox"/>	<input type="checkbox"/>
• is someone responsible for the overall project management of this work?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are you respecting people's time and opinions?</b>		
• have you made the purpose of the consultation clear to participants and explained the extent to which their views will influence decision-making?	<input type="checkbox"/>	<input type="checkbox"/>
• have you made it clear how much time is involved in taking part, that this is not compulsory and that participants have the right to withdraw at any time?	<input type="checkbox"/>	<input type="checkbox"/>
• have you planned for and allocated enough time and/or budget to feeding back the results and outcomes to participants and the wider population?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are you following best practice?</b>		
• are you clear about who your target population is and have you made efforts to ensure that particular groups are not excluded?	<input type="checkbox"/>	<input type="checkbox"/>
• have you considered the different research and consultation methods available to you and chosen an appropriate method for this piece of work and your target group(s)?	<input type="checkbox"/>	<input type="checkbox"/>
• have you conformed to the necessary legal and professional standards required for this piece of work?	<input type="checkbox"/>	<input type="checkbox"/>
<i>(think about data protection, confidentiality, special requirements for children and young people etc)</i>		



## Research and Consultation

## a 'how to...' guide

Yes

No

- have you used plain language and avoided jargon in your research and consultation tools?  Yes  No
- have you thought about how you will collate and analyse your data once it has been collected?  Yes  No

Where required:

- have you read the appropriate guidelines for more information on specific aspects of research and consultation (including methods, analysis and specific target groups)?  Yes  No

Has your line manager approved this piece of work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Have you logged this consultation on <a href="#">Involve</a> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### What next?

For further advice and support please get in touch:

<b>The Council's Research and Intelligence Team</b>		01481 221000 consultation@kirklees.gov.uk
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