

# Consultation Plan 2018 - 2019



[Lancaster.gov.uk/consultation](http://Lancaster.gov.uk/consultation)

## Consultation Plan Purpose

The council's annual consultation plan aims to provide information on opportunities get involved and have a say.

In addition, this also helps the council to better co-ordinate consultation across services, reduce consultation fatigue and ensure that consultations are properly resources and delivered to high standards.

The consultation plan is published on the council's 'have your say' web page and emailed to Voice Your Views panel members.

## Consultation Plan Content

In addition to what, who, how, and why, the consultation plan includes the level of engagement.

The council carries out different levels of consultation according to the issue and available resources. These can also be found in the council's consultation strategy.

<b>Informing</b>	When the council lets people know what it is planning to do. This is an important stage of a consultation as it lets people know when and how they can have a say or get involved, although this is not a consultation in itself.
<b>Consulting</b>	When the council invites people to have a say on something, there may be a range of options available. The consultation results are taken into account and used to inform a decision.
<b>Involving</b>	When the council works with people to find out their concerns and aspirations which are understood and considered.
<b>Collaborating</b>	When the council works together with people on each aspect of a decision, including the development of alternatives and solutions.
<b>Empowering</b>	When final decision making and/or devolved budgets are placed into the hands of the community.

The plan also links consultations to the council's ambitions, to ensure that consultations are relevant to the council's plans and priorities. The relevant service/team and contact has also been provided.

### **Table Key**

- Green = Planned consultation
- Purple = Ongoing consultation and service monitoring

## Consultation Planner 2017 - 2018

What?	When?	How?	Level of Engagement	Who?	Why?	Relevant Council Ambitions	Service Lead (Team Lead)	Contact
Canal Quarter	June onwards	Initial online survey Further engagement plan tbc	Informing/Consulting/Involving	Wide range of stakeholders including councillors, residents, visitors, community groups, voluntary organisations, businesses, land owners, public bodies and other key stakeholders.	To find out what people think about the proposals to help to shape the Canal Quarter development.	A Thriving and Prosperous Economy Healthy and Happy Communities	Regeneration and Planning (Regeneration)	Kieran Keane
Bailrigg Garden Village Area Action Plan Issues and Options	May to July	Drop in events, online, email and post	Consulting	All residents, specifically people living and working in the proposed Bailrigg Garden Village area	To find out what people think about the proposed options and any issues that there may be with these.	A Thriving and Prosperous Economy Clean and Safe Neighbourhoods Healthy and Happy Communities An Ambitious and Forward-Thinking Council	Regeneration and Planning (Planning Policy)	Julian Inman
Economic Growth Plan	June to September	Workshops	Involving/Collaborating	Key economic stakeholders eg Lancaster District Chamber, Business Improvement District and Lancaster University	To work together to develop a Economic Growth Plan for the district.	A Thriving and Prosperous Economy Healthy and Happy Communities	Regeneration and Planning (Economic Development)	AnneMarie Harrison
Council Budget Proposals/Council Plan	October to December/January to March	To be decided Budget and Performance Panel Meeting	Informing/Consulting/Involving	Wide range of stakeholders including businesses/key employers, tourism, education, parish and town councils, voluntary, community and faith sector, community safety, arts, health, government and voice your views panel members.	To provide an opportunity to hear and comment on the council's budget proposals. Lancaster City Council also invites Lancashire County Council, Lancashire Fire and Rescue and Lancashire Police and Crime Commissioner to present their budget proposals at this meeting.	An Ambitious and Forward-Thinking Council	Chief Executive/Finance	Jez Bebbington
Range of service statutory consultation eg planning applications	Ongoing	Letters	Consulting	Near neighbours and a range of statutory consultees (following receipt of a planning application)	Legal requirement to notify neighbours and consultation on applications (Town and Country Planning Act 1990).	A Thriving and Prosperous Economy Clean and Safe Neighbourhoods Healthy and Happy Communities An Ambitious and Forward-Thinking Council	Regeneration and Planning (Development Management)	Andrew Drummond
Range of project specific consultation eg play areas	Ongoing	Eg Face to face discussions, paper surveys	Consulting/Involving	Local residents including children and young people in play area catchment areas	To ensure local people's views and needs are considered to help to deliver suitable facilities. To be used to inform relevant funding bids.	Clean and Safe Neighbourhoods Healthy and Happy Communities	Environmental (Public Realm)	Will Griffiths/Helen Ryan

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What?	When?	How?	Level of Engagement	Who?	Why?	Relevant Council Ambitions	Service Lead (Team Lead)	Contact
Range of customer satisfaction monitoring	Ongoing	Mixture of online and paper surveys	Consulting	Various service customers	To find out what people think and ask for suggestions on how services could be improved.	An Ambitious and Forward-Thinking Council	Health and Housing/Environmental Services	Various