

Report to:	Council	Date of Meeting:	Thursday 19 January 2023
Subject:	Consultation & Engagement Framework		
Report of:	Executive Director of Corporate Resources and Customer Services	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	N	Included in Forward Plan:	N
Exempt / Confidential Report:	N		

Summary:

This report presents to Council the draft Consultation & Engagement Framework subject to any comments from the Public Consultation & Engagement Panel.

Recommendation(s):

- (1) Consider and approve the draft Consultation & Engagement Framework subject to any comments from the Public Engagement & Consultation Panel members.
- (2) Reaffirm the Council's commitment to ensuring that that children and young people's voice, engagement and co-production with families is a central tenet of LA and partnership strategies.

Reasons for the Recommendation(s):

To ensure that there is a robust Consultation & Engagement Framework in place and that children and young people's voice, engagement and co-production with families is a central tenet of LA and partnership strategies.

Alternative Options Considered and Rejected: (including any Risk Implications)

NA

What will it cost and how will it be financed?

(A) Revenue Costs

There are no costs directly associated with this report.

(B) Capital Costs

NA

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): The Training Needs Analysis may identify additional training requirements.						
Legal Implications:						
Equality Implications: There are no equality implications – the Framework will strengthen consideration of equality implications.						
Climate Emergency Implications: The recommendations within this report will <table border="1"><tr><td>Have a positive impact</td><td>Y</td></tr><tr><td>Have a neutral impact</td><td>N</td></tr><tr><td>Have a negative impact</td><td>N</td></tr></table> Good consultation and engagement activity will provide local people and businesses with the opportunity to feedback on related issues.	Have a positive impact	Y	Have a neutral impact	N	Have a negative impact	N
Have a positive impact	Y					
Have a neutral impact	N					
Have a negative impact	N					

Contribution to the Council's Core Purpose:

Protect the most vulnerable: Good consultation and engagement activity enables the Council and partners ensure we all protect the most vulnerable children and adults.
Facilitate confident and resilient communities: Good consultation activity provides communities to have a strong voice.
Commission, broker and provide core services:
Place – leadership and influencer: Good consultation activity enables the Council and partners to make sure what the Council and what others do is in the best interests of Sefton and its residents. The Council will use data and feedback from our communities, children and young people in shaping plans. The Council will demonstrate strong leadership and influence partner organisations to <ul style="list-style-type: none">• work towards common goals• deliver the best opportunities and outcomes for the children in young people in and leaving our care by being good Corporate Parent• deliver the best opportunities and outcomes for residents and every child in Sefton• ensure Sefton is a child, older person and disability friendly place• and build pride in the borough.
Drivers of change and reform: Good consultation activity enables the Council to consider and take account of community feedback in decision making.

Facilitate sustainable economic prosperity: Good consultation activity enables the Council to consider and take account of community feedback in decision making
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Greater income for social investment: Good consultation activity enables the Council to consider and take account of community feedback in decision making
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Cleaner Greener Good consultation activity enables the Council to consider and take account of community feedback in decision making
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What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD.7080/23) and the Chief Legal and Democratic Officer (LD.5280/23) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

The draft framework will be considered by partners at the Public Engagement & Consultation Panel 13th January 2023

Implementation Date for the Decision

Immediately following the Council meeting.

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Appendices:

The following appendices are attached to this report:

Draft Consultation & Engagement Framework

Background Papers:

[Item 5 Annual report 2022 and refreshed Consultation and Engagement Framework2.pdf](#)

1. Introduction/Background

- 1.1 In 2009 the partners of the Sefton Borough Partnership developed and agreed the Public Engagement and Consultation Framework, which set out a set of principles, standards for consultation and engagement and the work of the Public Engagement and Consultation Panel.
- 1.2 Following a Council review of consultation and engagement in the Autumn 2022, it was agreed that the Framework should be refreshed and updated, and the draft refreshed document is available as Appendix 1 and this will be considered by the Public Engagement & Consultation Panel on 13th January 2023 and is presented to Council for approval subject to any comments from Panel members.
- 1.3 Whilst in general the principles and standards of the current framework are still relevant and support meaningful consultation and engagement for children and young people, adults, families and carers and the Public Engagement and Consultation Panel very much embedded as a partnership quality assurance panel, there are some areas that are out of date.
- 1.4 A refresh of the framework also provides an opportunity to strengthen some areas around child and youth voice and co-production and will complement other partnership documents such as the Youth Voice and Participation Toolkit developed by the Sefton Young Advisors in 2015, which has also recently been refreshed.
- 1.5 The original document had a section about performance that relates to key performance indicators that are out of date. The draft refreshed document still proposes the same aims as in the original document and the Public Engagement and Consultation Panel will consider using the following as a way of monitoring going forward. If agreed, these measures will be incorporated into the Feedback and Evaluation report template and a summary could be reported to the Panel each January as part of the Annual Report.

Aims of the public engagement and consultation framework.	How we will know we have been successful?
We know and work with our communities and understand their needs and views, for example children and young people, people who have an illness, a disability or who are elderly).	<p>We have completed an equality impact assessment for our activity to get people involved in our work.</p> <p>We have collected equality monitoring information and looked at this as part of developing our service or project.</p> <p>We can show that we have spoken with and listened to local people according to the Standards for Engagement and Consultation.</p>
Make sure that we involve and ask our communities in identifying issues that are	We have provided information in accessible formats and removed any barriers so people can take part.

Aims of the public engagement and consultation framework.	How we will know we have been successful?
important to them or they have lived experience in.	<p>We are working together with people who use services and their carers and value their lived experience and involvement.</p> <p>We can show that we have made changes to how we deliver services, because of the work we carried out with the local community.</p>
We have asked our communities whether we have achieved the things that are important to them.	<p>We have built time in to review our consultation and engagement activity and check if the activity is making a difference to people's lives.</p> <p>We share good practice and look at what we can do better next time.</p>
We have worked with other partners when we have wanted to speak with and listen to our communities, and we have told our local communities about what we have found.	We can show that we are working with partners to plan, design and deliver our work with the local community, and that we are sharing the results of the activities.

1.6 The Consultation and Engagement Toolkit and Methods Guides will be updated and redesigned in 2023 to be part of the same 'family' of documents. Any additional documents developed will be branded the same.

1.7 A promotion campaign will commence in early 2023, using the same visual identity to Council colleagues and partner organisations. The consultation and engagement webpage and Council intranet page will be updated at the same time.

1.8 Following the recent review of consultation and engagement it is intended to carry out a consultation and engagement training needs assessment with colleagues in the Council, to understand.

- Levels of awareness of the standards, the Panel and processes and other relevant guidance.
- Levels of experience and confidence of consultation, engagement, and co-production activity.
- Other relevant training courses attended.
- Any areas of expertise willing to share with others.
- Whether interested in becoming an Accessible Information Advocate.

1.9 The Training Needs Assessment will help us to improve the quality and continuity of our consultation and engagement activity, have a consistent approach and share best practice and highlight any strengths existing within the organisation.

1.10 The Training Needs Assessment will take place early in 2023 with a programme of training and skills development designed to taking place in 2023/4. This work will strengthen the Council's commitment to ensuring that that children and young people's voice, engagement and co-production with families is a central tenet of LA and partnership strategies.