

CHALFONT St. PETER PARISH COUNCIL

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Clerk: Mrs Debbie Evans

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STATEMENT OF COMMUNITY INVOLVEMENT

1. Chalfont St Peter Parish Council will from time to time want to involve the wider community in making decisions involving the village. This may be to improve the Council's knowledge and awareness of local needs and priorities or to help guide decisions regarding priorities and strategies.
2. It will not always/often(?) be appropriate to consult the community so in general this will be limited to cases where it is possible to influence decisions or when there is a need to find out the opinion of the Parish.
3. Consultation results will be used in the decision making process but will not be mandatory in deciding outcomes as factors such as resource availability will be considered. The Council will provide feedback via its website on the results of all consultations. The effectiveness of the Consultation will be assessed.
4. Consultations when undertaken will be inclusive and accurately represent the whole community and acknowledge that different parts of the community may have different views. Design of the consultation will be dependent on its objectives and will be part of a planned strategy.
5. In deciding whether to consult the Council will consider
 - Whether there is a need to improve the Council's knowledge of public opinion or what are the communities priorities
 - If there are other ways of obtaining the information required and what method of consultation should be used .
 - Who are the relevant groups to consider and how hard to reach groups can be targeted
 - What questions to ask
 - How the results will be analysed and used.
 - How the results will be fed back to the Council and Community
 - How the document can be easily understood
 - The time needed for an adequate process
 - Providing a contact name, number and address.
6. The council will make every effort to ensure the consultation is non-discriminatory and in accordance with data protection legislation.
7. Before carrying out consultation objectives will be set which are SMART, i.e Specific, Measurable, Achievable, Realistic and Time related.
8. The Council will identify who is to be consulted. This may include
 - Residents
 - Staff
 - Businesses
 - Local organisations
 - Other local agencies/charities etc.
9. The consultation will be non-discriminatory on the grounds of age, race, disability, gender or sexual orientation. Special consideration will be given to decide if measure are to be taken to contact
 - People who have problems understanding English
 - People on low incomes
 - Ethnic minorities
 - Older people

- Young people
 - People with disability
10. In deciding the wording of questions the following will be considered
- What services and facilities are available or required
 - What are the standards of the service or facility
 - Reliability
 - Time
 - Safety
 - Accessibility to all
 - Information available to all
 - Value
11. Consultation can generally be direct with the Community or via Community representatives. Types of consultation can be Postal, Focus group, Telephone or face to face. In planning to consult the appropriate method will consider who is being consulted, what is the consultation on, resources including time available. Where necessary professional advice on the appropriate type of consultation will be taken.
12. The process will ensure the consultee knows
- The purpose of the consultation
 - The community/group that is being consulted with
 - The timeframe for the exercise
 - Who the consultation is for
 - How results will be publicized
 - That they will not be identified individually unless they so chose
 - Who to contact about the consultation
13. In accordance with data protection legislation no information will be published which can identify individuals. Explicit consent will be obtained for collection of sensitive information such as
- Race or ethnic origin
 - Political opinions
 - Religious beliefs
 - Physical or mental health
14. Questions should be
- In plain language, not jargon
 - Leading or ambiguous
 - Design to be relevant to all taking part
15. The survey should end with a 'Thank You' message and details of when the results will be published.
16. It is likely different levels of information are provided for different groups.
17. Once the Consultation has been completed it will be evaluated against the original SMART objectives.