

COMMUNITY ENGAGEMENT POLICY AND TOOLKIT CONSULTATION RESPONSE SUMMARY

APPENDIX 1

RESPONDENT	SUMMARY OF COMMENTS	LEEDS CITY COUNCIL RESPONSE
Elected member	Elected members to be advised about all communication plans within their wards or portfolios.	Accepted, councillors have now been separated from 'stakeholders' and a new 'Elected members' section added.
	Toolkit to reflect that consultation exercises must have a communication plan which <u>must</u> include full consultation with Elected Ward Members and the Responsible Executive Board Member.	Accepted - Toolkit provides guidance on 'effective communication' in section 6 (Getting it Right) - and refers to councillors (p74).
	Members should also be briefed in advance of public contact so as to be fully prepared.	Accepted – toolkit to be amended
Elected member	Pictures throughout need reviewing for relevance and appropriateness	Accepted, more appropriate photos can be sourced and inserted.
	Sub-headings need to be clearer – particularly in respect of methods	Accepted, header text can be amended.
	Different sub-headings in methods should be consistent across the section	Accepted, sub-heading text can be amended.
	'Stakeholders' section – councillors are community representatives so all should be explicitly listed.	Accepted – toolkit to be amended

	Contacting members through group support offices should be a fall back position not first point of contact (re specific text 'box')	Accepted – toolkit to be amended
	For each of the six key 'methods', councillors to be referenced in each [six] introduction advising them of activity and for guidance on specific methods should be used.	Accepted – toolkit to be amended
	Details of how to contact councillors to be included in contacts section at end.	Accepted – toolkit to be amended
	Need to refer to councillors within information about consulting through community groups, area committees, forums or public meetings.	Accepted – toolkit to be amended
	The term 'surgeries' is inappropriate and should be deleted - there are wider means.	Accepted – toolkit to be amended
Elected member	Policy and toolkit 'look great' – the challenge will be ensuring officers follow it.	No action required
Collingham and Linton Parish Council	Will use the Toolkit as a reference guide.	No action required
Arthington Parish Council	Contact details incorrect .	Accepted – toolkit to be amended
Bramham Parish Council	Toolkit to show that parish councils will need time to digest any consultation information before a meeting.	Accepted – toolkit to be amended

Clifford Parish Council	Suggest that quarterly parish/town councils forum more appropriate for discussing.	Agenda item at December forum to be requested.
	How does policy mesh into the Parish/Town Council Charter?	Policy cites the charter as an example of a driver for engagement activity
	Surprised that parish councils did not appear to be mentioned within the overall theme of the toolkit.	Parish councils were generally referred to within the full text. Council to contact Clifford Parish Council explaining the references.
Kippax Parish Council	Will respond following November meeting.	<i>Response awaited for consideration.</i>
Thorp Arch Parish Council	Will respond following November meeting.	<i>Response awaited for consideration.</i>
Scarcroft Parish Council	A number of individual comments relating to grammar, terminology and language	Accepted, will be considered for amendment throughout
	A singular list of parish and town council contacts should be maintained	Accepted, Corporate Communications to liaise with Governance and Electoral Services to ensure consistency and access to one central list
	Further clarification required for legislation referenced throughout	Accepted, will be considered for amendment throughout
	Reference to the Town and Parish Council Charter needs to be made.	Accepted, this amendment has already been made.
Aberford Parish Council	Policy is good.	No action required
	Toolkit to note that parish councils meet monthly so adequate time has to be allowed for circulation of consultation information.	Accepted – toolkit to be amended

	Local knowledge should always be taken into consideration when consulting.	No action required
Member Group Support Officers	Councillor contact details posted on the Council Internet Site should always be used for consultations.	Accepted – toolkit to be amended
	Area Committees and area management need to be involved in engagement activities through Area Forums and other regular meetings.	This is already detailed within the toolkit and has been confirmed to Group Support Officers.