

BUDGET CONSULTATION METHODOLOGY

Background

1. Each year, the Council consults with its residents and stakeholder groups to inform them of the proposed budget changes and to elicit information that would help guide and inform decisions.
2. This report summarises the methodology for this process.

Summary of the consultation methodology

3. The December 2015 budget consultation process was themed “Have Your Say”. Proposals were published in full on 1 December 2015 and approved for formal consultation by Policy Committee on 9 December 2015. The consultation closed on 5 February 2016.
4. Residents, partners and other stakeholders have been able to have their say through various routes as described below.
 - **Online:** stakeholders, residents and other organisations were invited to have their say through an online consultation website: www.nottinghamshire.gov.uk/budget, where they could complete surveys and read detailed information on each specific proposal. The webpage received in excess of 10,000 visits.
 - **In writing:** Paper copies of the questionnaire in libraries and community resource centres where, if required, members of the public could obtain assistance in completing and submitting their consultation forms through a freepost address. Other accessible formats were available on request.
 - **Telephone support and provision of a freepost address** for residents to telephone or write with their comments
 - **Email alerts:** sent to a range of stakeholders including all town and parish councils in Nottinghamshire, and businesses registered with the Nottinghamshire Business Engagement Group (NBEG).
 - **Engagement with local businesses** via the NBEG forum including a meeting with the Chief Executive and follow up engagement
 - **Engagement with voluntary and community sector organisations** including via email and distribution of questionnaires to around 70 community venues
 - **Internal information and support for staff** available on the Council’s intranet and staff magazine
 - **Engagement with Trades Unions** through the Joint Consultative Negotiating Panel and other department led meetings.
5. Particular attention has been given to accessibility and engagement to ensure the budget consultation process is participatory and no one is excluded from taking part and regularly updating the information on the Council website has resulted in 10,000 visits to the Budget Challenge pages.

6. There were just over 2,000 responses received. This included 1,300 responses to the online survey, plus: 51 letters, emails, and 650 attendees at meetings with service users and members of the public.

Department led consultation

7. The main consultation process was supplemented by department led engagement. This is summarised below.

<p>Adult Social Care, Health and Public Protection</p>	<ul style="list-style-type: none"> • Learning Disability and Autism Partnership Board attended by approximately 60 people • Two consultation meetings of the Older People’s Advisory Group (OPAG), DIAG, the Carers’ group, other voluntary groups and service users of Framework (provider) – invitations were sent to all members and 18 people attended • Forum of Supported Living providers • Clinical Commissioning Group governing bodies • Twenty six service users were invited to one-to-ones or group sessions regarding the Moving Forward Service (impacted by the Public Health realignment proposal) – with a specially prepared consultation document that was distributed by Community Mental Health Teams • Letters were sent to all users or user representatives (circa 615 people) of the current money management service advising them of the proposal concerning this service and how they could contribute to the consultation • Letters were sent to community safety key partners • Over 200 service users were directly consulted on the Promoting Independent Travel and Increasing Price of Meals. • On 29 January, two public consultation events were held on the proposed changes for 21 participants • Feedback was received from 221 service users and carers at 13 different events across the county in January and February. These events concentrated on the Transport and Meals proposals
<p>Children, Families and Cultural Services</p>	<ul style="list-style-type: none"> • The Improving Outcomes for Children and Young People with Disabilities consultation ran in parallel within budget consultation period from 2 December 2015 to 18 January 2016. • Two consultation events were held on 18 December at County Hall and 7 January at The Summit Centre in Kirkby-In-Ashfield. 65 staff attended the events.

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