Worcestershire County Council Consultation Toolkit

Stages In the Process	Checklists
Stage One **Why are you consulting?**	*Ask Me! – Consultation Planner & Finder reminder* *Checklist – Develop your Consultation Project Plan*
Stage Two **What are you consulting about?**	*Checklist – 2.A What is the purpose of your consultation?* *Template – Setting out your objectives to consultees.*
Stage Three **Deciding who to consult?**	*Checklist – 3.A Identifying your stakeholders* *Table 3.1 – What sort of views can you expect from different stakeholders?*
Stage Four **When to consult?**	*Checklist 4.A – Preparing your timetable*
Stage Five **How should I carry out my consultation?**	*Checklists:* - *5.A Methods according to ladder of participation* - *5.B Methods answering key questions* - *5.C Quantitative and Qualitative Methods* - *Reaching Hard to Reach Groups* - *5.D Planning a Consultation Event* - *Data Protection and the Legal Framework* - *Para 5.6 Things you should know by now* - *Para 5.7 Things people you are consulting should know by now*
Stage Six **Analysing the results**	*Checklists:* - *6.A Identifying Key Messages* - *6.B Identifying Priorities and Actions* - *Guidance 6.1 – Data Analysis Pitfalls and Tips* - *Guidance 6.2 – Data Input and Analysis* - *Guidance 6.3 – Analysing Qualitative Data*
Stage Seven **Providing Feedback**	*Checklists:* - *Para 7.1 Who needs to know your results?*
Stage Eight **Evaluating your consultation exercise**	*Checklists:* - *8.A – Participants Evaluation of Consultation Exercises* - *8.B – Basic Evaluation* - *8.C – Strategic Approach to Consultation* - *Ask Me! – Consultation Planner and Finder reminder*