

CONSULTATION POLICY AND EXAMPLE REPORT

Report of the Head of Highways and Transport

1. Overview

- 1.1. The Council consults on the public opinion of schemes as part of their development and approval process.
- 1.2. Different schemes will receive different levels of consultation.
- 1.3. All consultation will also reflect any specific requirements for consultation indicated by specific funding pots. This will include is a detailed stakeholder communication plan being drawn up for each scheme.
- 1.4. The Council has developed its own guidance document on consultation which can be seen in Appendix A.
- 1.5. Most consultations include:
 - 1.5.1. Online Questionnaires and background information, with a paper option for those who require it, and alternate formats on request for those with specific needs,
 - 1.5.2. Letter drops to local community including business, as well as specific groups of road users such as emergency services, etc
 - 1.5.3. Social media promotion,
 - 1.5.4. Promotion of consultations to known stakeholder groups,
 - 1.5.5. Drop in events to enable the public to ask questions and gain further information about the scheme.
- 1.6. Following consultation the details of the findings of the consultation will be presented to the relevant committees for information as part of any decisions made. An example of this is attached in Appendix B.
- 1.7. It should also be noted that during detailed design development detailed discussions may be required with specific stakeholders such as frontages directly affected by the scheme etc.
- 1.8. Once a scheme is ready to be delivered on site then there will be a stakeholder information and communication plan regarding its construction.

BACKGROUND PAPERS

There are none

Anyone wishing to inspect the above background papers or requiring further information should contact Jamie Birtles, Sue Stevenson on telephone number Tel: 07356 120 423, Tel:

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