

Stiffkey Parish Council

Consultation Policy

The governing principle is proportionality of the type and scale of consultation to the potential impacts of the proposal or decision being taken and achieving real engagement rather than merely following bureaucratic process.

Stiffkey Parish Council appreciates the importance of public participation to inform policy and decision making. Whilst Members are elected to represent the views of the people through their daily contact with constituents, Members cannot be aware of the views of all the people they represent on every issue.

Any consultation we undertake will be as part of wider engagement and decisions and also to enable us to target our services effectively, improve awareness and use of services and help make decisions about policies, priorities and strategies.

We recognise that consultation is not always appropriate, e.g. where the Council is limited by statutory or budgetary restrictions and so we will only undertake consultation: (a) where it is possible to influence decision-making or (b) when we need to identify specific issues and views.

Stiffkey Parish Council supports the objectives of UK Data Protection Law, General Data Protection Regulations and will observe its principles. Any consultation where members of the community have been told data will be held in confidence shall keep research data anonymous (with the exception of the research team as required). Confidentiality will be guaranteed to all participants in all circumstances, save disclosures of serious harm/danger/distress to the subject, or a third party.

As a Parish Council we will aim to participate in any public consultation made known to us if it informs decisions, policies and priorities and strategies that will affect our Parish in a bid to ensure we represent the views of our residents.

We will strive to respond to all public consultations. Where possible, the Parish Council will consider consultation responses at its meetings. The Clerk will notify Members in advance of any consultation notices received. These consultations will be detailed on the agenda of the meeting.

In the event of them being received after the closure of the agenda they will be reported to the members as being received and dealt with outside of a Parish Council meeting. Members should view all documents relating to the consultation prior to a Council meeting to ensure meetings do not overrun.

In the event of a consultation being received just after a meeting, then the parish council members will advise the Clerk of their comments on the consultation electronically within the consultation period. The Clerk will then respond with the information provided, with the powers under Local Government Act 1972, authorising delegation to the Clerk.

Stiffkey Parish Council will post all details of all public consultations it becomes aware of on its website for its residents to access and participate. Any response submitted by Stiffkey Parish Council will be published as soon as possible after the submission on its website.

Adopted – September 2024

Next Review – September 2025