
From: Brian Paton
Sent: 12 August 2019 01:56 PM
To: Pamela Dooner
Subject: RE: Guidance Note 6 Setting up the consultation hub
Attachments: DRAFT Ravelston Park consultation hub 20190812.docx

Hi Pamela

Starter for 10 on the template attached. Also attached is my response to our QC's questions. This document is not for uploading, but may have to take some stuff out of it to be part of the consultation. I will explain!

Kind regards
Brian

From: Brian Paton
Sent: 05 August 2019 15:03
To: Pamela Dooner <Pamela.Dooner@edinburgh.gov.uk>
Subject: RE: Guidance Note 6 Setting up the consultation hub

Hi Pamela

Many thanks for your time and forwarding the template. I will get that sorted and up to you before our meeting next week.

Kind regards
Brian

From: Pamela Dooner
Sent: 05 August 2019 14:57
To: Brian Paton <Brian.Paton@edinburgh.gov.uk>
Subject: Guidance Note 6 Setting up the consultation hub

Hi Brian

Please find attached the template as promised.

Please click [here](#) to access the Consultation Hub and let me know if you have any further queries. I will send you an invite for next week and we can run through the whole process.

Kind regards
Pamela

Creating your consultation on the Consultation Hub



By working through the consultation framework and completing the guidance notes throughout you should have enough information to complete the following form. Before you begin to fill out the form, please consider the following hints and tips.

General

- Your consultation title should be clear and brief, and not be question based.
- Make it clear to your audience why the consultation is happening and what you are aiming to find out/seek views on.
- Avoid putting too much content on the page. Give respondents all the key information on the consultation record.
- Take care over the presentation of key information. Make it something you're proud to share.
- Less important content can be provided through links to additional information, web pages or downloads.
- Always pilot surveys with key staff or a small sub-set of your key stakeholders.
- Always feedback - via publishing results and using 'We asked, you said, we did.'

Accessibility

- When you are creating your content, write as if you were speaking directly to your audience.
- Write in plain English – if there is a simple way to say something then say it that way.
- Try to avoid 'Council speak' – it makes it harder for your audience to understand and relate to the issue.
- Aim for a professional and approachable voice.
- Make any text for links descriptive – try to avoid 'click here', 'read more' etc.
- Using rich media when applicable (a relevant image, video, embed) can help ensure a consultation is engaging.
- If a piece of information could be inaccessible to someone always provide the information in a second format. For example, use a text description for any graphics/multimedia on your page.

Consultation Details (to be completed)

Completing the following table will not only provide practical guidance, but will also give you a good basis for setting up your consultation on the Hub. If you have any questions about the form or need any support with setting up your consultation please contact strategyandinsight@edinburgh.gov.uk.

If you would like more information on how to use any of the features on the Hub visit the [Consultation Hub Knowledge Base](#)

Sections on the Hub	Supporting notes	Your consultation details (<u>to be completed</u>)
Title	Add the title of your consultation	Proposed sale of an area of common good land to Blackhall Community Trust
Url	An automated url will be created by the system. If you would like to edit this please provide any suggested text for this in the box opposite.	

Consultation type	Online survey (using the consultation hub tool)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide a copy of the question set to be included to strategyandinsight@edinburgh.gov.uk who will review and advise if needed</i>
	Email / postal consultation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide the relevant details below:</i>
	Link to external survey website e.g. survey monkey	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please provide the relevant link or a copy of the question set to be used to strategyandinsight@edinburgh.gov.uk who will review and advise if needed</i>
	Offline consultation (e.g. public meeting)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide the relevant details below:</i> Display in Blackhall Library; targeted Facebook campaign; comms via Primary School
Private consultation?	e.g. internal consultations/staff surveys	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<p>Consultation overview</p> <p><i>See your Consultation Mandate (Guidance note 1, page 15)</i></p>	<p>This should be 2-3 paragraphs that define what your consultation is about. This overview appears on the first page of your consultation once it has been published, and acts as the introduction to your consultation.</p>	<p>Blackhall Community Trust wish to buy an area of land, including the existing Ravelston Park Pavilion, to create a new fit for purpose nursery and a new community facility. They plan to do this through a Community Asset Transfer and we have agreed that they can do this.</p> <p>The area of land they wish to purchase is shown outlined in red in the plan below. This area is approximately 1231 square metres and in the south east corner of Ravelston Park.</p>
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<p>Why we are consulting</p> <p><i>See your Consultation Mandate (Guidance note 1, page 15)</i></p>	<p>This helps respondents further understand the purpose of the consultation, and may also help citizens to understand how our organisation works. You may also wish to enter details about offline events, attached documents and the timings of the consultation (when it will close, when results will be published).</p>	<p>This area of land has Common Good status. While we support the Community Asset Transfer, the Community Empowerment (Scotland) Act 2015 states that if a local authority wishes to dispose of an area of Common Good land they must consult local communities before taking any decision.</p> <p>We are now keen to hear the views of the local community and, if there is support for the proposal, we would go to Court to seek permission to sell the land.</p> <ul style="list-style-type: none"> •What is your view on the proposed disposal of this area of Common Good Land? •Do you have any views on the potential benefits of this proposal? •Do you have any issues or concerns arising from the proposal? •Do you have any additional comments?
<p>Owner of consultation</p>	<p>If different from contact information below</p>	

Contact information	Full name (optional) Job title (optional) Team name (optional) <i>Either Phone or Email</i>	Brian Paton Senior Surveyor Operational Estates 0131 [REDACTED]
Dates <i>See your Consultation Mandate (Guidance note 1, page 15)</i>	Start date End date Expected date of results (optional) Expected date of feedback (optional)	

Related links	Add any relevant webpage urls	<p>the CAT proposal</p> <p>https://democracy.edinburgh.gov.uk/Data/Finance%20and%20Resources%20Committee/20190307/Agenda/item_88_-_proposed_sale_-_ravelston_park_pavilion_craigcrook_road_edinburgh_eh4_3rupdf.pdf</p> <p>Council decision</p> <p>https://democracy.edinburgh.gov.uk/Data/Finance%20and%20Resources%20Committee/20190523/Agenda/item_41_-_minute_of_meeting_-_070319.pdf</p> <p>Blackhall Community Trust & Blackhall Nursery Proposal and Background</p> <p>http://www.edinburgh.gov.uk/downloads/download/2753/ravelston_park_pavilion</p> <p>OSCR Status</p> <p>https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=47250</p> <p>Memorandum and Articles of Association for the Blackhall Community Trust</p> <p>https://beta.companieshouse.gov.uk/company/SC551774/filing-history/MzlzNzl3MDQzMWFkaXF6a2N4/document?format=pdf&download=0</p>
Related consultations	Add the webpage urls to any related consultations	

Related documents	<p>Upload any relevant files that provide respondents with further information about your consultation. This is very helpful as it can provide a deeper insight into what your consultation is about, and why you are consulting, than the Overview text above. Respondents will be able to view and download the documents from your consultation.</p>	<p><i>Please provide links to any relevant files or attach them along with a copy of this form:</i></p>
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<p>What happens next text</p> <p><i>See your Consultation Mandate (Guidance note 1)</i></p>	<p>When your consultation is open, underneath your overview and why we are consulting text, there will be a box with a link that reads 'give us your views'. Respondents use this link to go through to the consultation. When the consultation closes, this link box is automatically replaced with your 'What Happens Next' text.</p> <p>This is useful for interested respondents to know what your organisation's</p>	<p>We will consider all the comments received and if there is support for the proposals we will then seek Court approval to allow the Community Asset Transfer to go ahead.</p> <p>If, as a result of the consultation, the proposal is amended significantly, we would carry out a further consultation.</p>
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	plans are and when they can expect to learn how the information they submitted will be used.	
Areas	<p>Describe all the areas which apply to your consultation.</p> <p>Areas help respondents to find consultations by geographical location (e.g. ward, neighbourhood partnership, natural neighbourhood, postcode)</p>	Blackhall primary School catchment area

Audiences <i>See Guidance Note 3 - Stakeholder Management , page 19</i>	<p>Describe all the audiences which apply to your consultation.</p> <p>An audience is a specific respondent group (e.g. residents, visitors, students, road users) which respondents can search by to find consultations applicable to them.</p>	Edinburgh residents with a sensory impairment:
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Interests <i>See Guidance Note 3 - Stakeholder Management , page 19</i>	<p>Describe all the interests which apply to your consultation.</p> <p>An interest is a searchable topic which can help respondents find consultations that relate to them.</p>	
Set up the consultation survey if using citizen space	<p>You can use the citizen space survey tool to set up the consultation rather than survey monkey if you prefer.</p>	

Different Logo	The CEC logo will appear automatically at the top of the page. If you would like any additional logo to appear you will need to gather jpg images which are roughly 100 x 100 pixels in size.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please provide a copy of the appropriate jpg images with this completed form.</i>
Preview	When all the information is loaded you can get a preview link to your consultation page. This can be shared with people, even if they don't have a consultation hub login.	<i>The preview link will be sent to you by Insight and Engagement once the consultation has been added to the hub. You can share this link with any of your key colleagues to pilot the consultation and provide comment.</i>

Publish	When you are happy with how it looks you can publish and publicise the link to the page.	<i>Once you are happy with the consultation details please contact Insight and Engagement and ask them to publish the consultation. They will then provide you with the link to the consultation for you to publicise/promote/invite stakeholders to complete.</i>
We asked, you said, we did <i>See Guidance Note 4 - Data Collection and Analysis</i>	<p>You will need to come back and complete this section once your consultation analysis is completed.</p> <p>You can add summary documents and reports if relevant, but a short summary should also be included in this section so that people can quickly understand the main actions taken.</p>	

Check that you have considered the following before putting a consultation on the hub.

Key questions	Yes	No
Does the consultation include all the key information that a respondent needs to produce an informed response?	<input type="checkbox"/>	<input type="checkbox"/>
Does the information have a maximum readability score 12? (use this online tool to assess your readability score - http://gunning-fog-index.com/)	<input type="checkbox"/>	<input type="checkbox"/>
Does the consultation include some contextual and visual information such as images or videos to make it more engaging?	<input type="checkbox"/>	<input type="checkbox"/>
Have the consultation questions been tested with a sample group to ensure they make sense? Has the consultation flow been tested online and offline?	<input type="checkbox"/>	<input type="checkbox"/>
Does the consultation have a key strategy and overall aim?	<input type="checkbox"/>	<input type="checkbox"/>
Have the questions and answer components been set up with reporting in mind and are there plans in terms of collating consultation results and feeding back to respondents?	<input type="checkbox"/>	<input type="checkbox"/>