

NBC Consultation Programme Budget 2018/19

1. Budget Consultation Process

Stage 1 - Internal

- Starts with budget process agreed by Management Board (includes continuation budgets and medium term plans)
- Options (including impact assessments)
- Challenge
- Draft for consultation to identify options to be consulted upon
- Etc.

Stage 2 - External-Public Consultation

- **“Open to all”** consultation- Web-based survey (Winter 2017-2018) with paper copies available at OSS and public facing offices upon request, on the Council’s website and via social media. A dedicated email address and contact available throughout the process (budget@northampton.gov.uk). Support available from OSS and Contact Centre.
- **Representative Groups** - Formal mailing from the Cabinet Member for Finance inviting key partners and stakeholders to comment on options and proposals, inviting debate on issues of high impact and those where they may play a role, asking them to promote the consultation to their members/community. Community Forums event(s) to ensure views are taken from groups of specific characteristics for appropriate and relevant issues.
 - **Partner organisations**
 - **MPs, MEPs**
 - **Town and [Parish Councils](#) (inc. [NCALC](#))**
 - **[Voluntary Sector Infrastructure Organisations](#)**
 - **[Chamber of Commerce, Federation of Small Businesses](#)**
 - **Residents Associations and Stakeholders**
 - **Staff** - as general public and intranet
 - **Unions** -via MTUCM and stakeholder
 - **Residents’ Panel, Tenants Sounding Board, Tenants Panel, and Community Forums** using e-surveys and existing opportunities (including social media) as appropriate
 - **Town Centre Businesses via** Town Centre News publication (if poss)

NBC Consultation Programme Budget 2018/19

2. Activities:

Website	To include: <ul style="list-style-type: none"> Budget papers Community/Equality Impact Assessments Online questionnaire (SurveyMonkey) 	Jan Stevenson
Public events(s)	<ul style="list-style-type: none"> Key stakeholders, Residents' Panel, Forums and all Residents to be invited to attend on Audit Committee 15/1/17 Overview and Scrutiny Committee 29/1/18 Cabinet 21st February Adopt budget Council - 26th February 2018 	Communications - C Forsyth Leader/ Cllr Eldred /CEX /CFO
Community Forums	Information to be sent to all community forums informing them of the new budget consultation. to complete questionnaire using social media and as appropriate, including as arising out of specific issues, identified at CIA/EIA screening or further stage. Including discussion at forums as appropriate.	Vicki Rockall /Cllr Eldred
Social media	Twitter Facebook	Comms
Newsletter	Town Centre News	
Emails	budget@northampton.gov.uk	Jan Stevenson
Post	Consultation address	Jan Stevenson

3. Equality and Community Impact Assessments and Analysis

Our budget setting processes incorporate an assessment of impact in each of the options proposed if relevant and proportionate. Our Consultation Programme has been designed to ensure that protected characteristics community sectors are able to participate in our processes and that any potential impact arising from policy changes are taken into consideration in our decision making and due regard is evidenced.

4. Questionnaire

Online survey produced in-house using SurveyMonkey using same model as in 2017-18. Printed communications may be required for Forums members for access reasons.

Residents' Panel nil cost as internally provided. Hard-paper copies recharge and postage for forums mailings, as appropriate. Cost: £minimal

NBC Consultation Programme Budget 2018/19

5. Communications

Plan to support the programme throughout.

6. Risks

Legal challenges: The Council has to be mindful of areas that could lead to challenge of its budget and consultation process, learning from latest legal challenges. Principle to follow : consultation must take place when proposals are at a formative stage; sufficient reasons must be put forward for the proposal to allow for intelligent consideration and response; adequate time must be given and the product of consultation must be conscientiously taken into account.

7. Key time line

13 th December 2017	Agree draft for consultation – Cabinet
15 th December 2017	Launch consultation
15 th January 2018	Audit Committee
Various	Community Forums
29 th January 2018	Overview and Scrutiny Committee
11 th February 2018	Close consultation
12 th February	Draft budget consultation report for approval
21 st February	Report published with Cabinet Papers
	Proposed Budget for adoption
26 th February 2018	Adopt budget – council.