

Here are eight things to consider for public consultation or engagement



01 PLAN

Decide what you want to achieve, how much time you have for this, who is able to help, and assess how much money is available. Then identify any risks to achieving your goals and plan how to overcome them.

02 IDENTIFY

Consider the purpose of your consultation. Do you want to gather ideas, network, or make a decision on an issue? Different aims may require different methods, so use this guide from the Scottish Health Council to help you decide: <http://bit.ly/1FqXbzW>



03 DESIGN

Next, design your engagement activity. If it's an event, consider the type of event, where it will take place and how to invite people. For consultation, the Scottish Health Council has a participation toolkit: <http://bit.ly/1UUsJCW>. Participation Works Partnership has tools to help you consult online: <http://bit.ly/1JdOFji>

04 DEVELOP

Be clear about what you want to achieve from your activity to fulfil your purpose. For example, if you want to identify needs, Big Lottery Fund has guidance on how to do so: <http://bit.ly/105GjhZ> or if you want to set objectives, then see guidance from Planning Aid: <http://bit.ly/1K1qbzq>





05 INVOLVE

Who do you want to speak to? Is it members of the public or organisations? Are there particular groups you want to talk to? Keeping language free of jargon and using visuals will help target groups effectively. If you have an event, hold it at different times of the day to attract different people.

06 NETWORK

Is there anything similar already happening in your area? Are there any local groups working on something similar? Just Act has tips on how to connect with what's already going on:

<http://bit.ly/1pScb1i>



07 REVIEW

How does what you've found relate to your aims? To analyse information collected, use this Planning Camp guide: <http://bit.ly/1K3QRwT> Finally, report back to all involved. If you've used social media you could use **Storify, or write publicity using this free online writing course from Know How Non Profit: <http://bit.ly/1gZ87JZ>**

08 MAKE

Do you want to produce anything from your consultation? This could be a plan, leaflet or new information. If you want to make a video or a case study, you could use Local Trust's 'how to' guides: <http://bit.ly/1M1FLuh>

