

**EMPLOYMENT, HEALTH AND WELL BEING REVIEW PANEL – 11 JANUARY 2008**  
**LEISURE, CULTURE AND YOUTH MATTERS REVIEW PANEL – 15 JANUARY 2008**  
**HOUSING REVIEW PANEL – 16 JANUARY 2008**  
**ENVIRONMENT REVIEW PANEL – 17 JANUARY 2008**  
**GENERAL PURPOSES AND LICENSING COMMITTEE – 18 JANUARY 2008**  
**CRIME AND DISORDER REVIEW PANEL – 22 JANUARY 2008**  
**PLANNING AND TRANSPORTATION REVIEW PANEL – 23 JANUARY 2008**  
**CORPORATE OVERVIEW PANEL – 24 JANUARY 2008**

## **CORPORATE CONSULTATIONS – INCLUDING CITIZENS’ PANEL AND YOUNG PEOPLE’S PANEL**

### **1. INTRODUCTION**

- 1.1 This report aims to:
- Inform or remind Members of how the Citizens’ Panel and the Young People’s Panel function and their many uses and, give details of the Equalities Network;
  - Inform Members of which Citizens’ Panel and Young People’s Panel consultations have already taken place for the year 07/08 and which are still to be completed; and
  - Most importantly, ask Members if they would like to consult with the Citizens’ Panel, Young People’s Panel, or the Equalities Network during the year 07/08.

### **2. THE CITIZENS’ PANEL AND THE YOUNG PEOPLE’S PANEL**

- 2.1 The Citizens’ Panel and the Young People’s Panel are corporate tools that are used to consult with residents on issues relevant to them. They seek to contribute the views of residents into the decision making process and to inform, not only service delivery, but also the council’s aims and objectives. These two panels can be particularly useful to services when developing their service plans, fulfilling an important part of the ‘consult’ element, by providing information to help inform decision making. These panels represent public opinion that can enhance and supplement existing information.
- 2.2 There are currently approximately 925 members on the Citizens’ Panel and 130 on the Young People’s Panel.
- 2.3 The panels can be consulted using the following consultation methods - written questionnaires, telephone questionnaires, focus groups or interviews. Everyone on the panels are usually consulted, but sub groups can be established so that only those who, for example - are aged over 65, have a disability or are male - are consulted.

- 2.4 Costs are allocated corporately for the use of the Citizens' Panel, although extensive requirements may incur a negotiated charge. Costs are allocated to the relevant services/Review Panels for the use of the Young People's Panel.
- 2.5 Partners can also use the panels; past examples include Community Safety Partnership, New Forest Primary Care Trust and the Local Strategic Partnership.

### 3. THE EQUALITIES NETWORK

- 3.1 The Equalities Network was formed in 2005 to gather views from individuals who fell into minority groups, and whose voices may not have been heard as clearly as others. This included people with disabilities, different ethnic backgrounds and/or religions/beliefs, and those from the lesbian, gay and bisexual community.
- 3.2 The network has steadily grown and now has approximately 75 members covering all the minority areas, some of whom represent the views of groups/organisations that they belong to.
- 3.3 A number of consultations have been carried out – the largest being with disabled individuals, who have been working with the Council over the past year in setting up a three year Disability Equality Scheme and are helping to carry out actions identified. The members of the network are keen to be involved.
- 3.4 Costs for consulting the network are incorporated into the corporate budget.

### 4. CORPORATE CONSULTATIONS 2006/07

- 4.1 The following questionnaires have been completed from the 2007/08 programme:

<b>Questionnaire Topic</b>	<b>Results Published</b>	<b>Citizens' Panel</b>	<b>Young People's Panel</b>	<b>Corporate Plan Link/s</b>
Health and Leisure Centres	August 2007	✓	✓	2.1, 4.7
Engaging the community	August 2007	✓	✗	2.1
The Licensing Act 2003	October 2007	✓	✗	2.1
Green issues	October 2007	✓	✓	2.1, 5.2
Local distinctiveness	December 2007	✓	✗	2.1, 5.6

The results of all questionnaires are available on ForestNet.

4.2 Questionnaires to be completed are:

<b>Questionnaire Topic</b>	<b>Target Date for Results (2008)</b>	<b>Citizens' Panel</b>	<b>Young People's Panel</b>	<b>Corporate Plan Link/s</b>
Local play spaces	January	✓	✗	3.2,2.2, 4.6,4.3
Texting service	January	✓	✗	1.7
Developing consultation	January	✓	✗	1.7, 2.1
Technology and communication	January	✗	✓	1.7, 2.1, 4.3
Community safety	March	✓	?	4.1, 4.3
Health	May	✓	?	4.2

**5. CORPORATE CONSULTATIONS PROGRAMME 2008/09**

5.1 Members are asked to input into developing the Citizens' Panel, Young People's Panel and Equalities Network consultation programmes for next year. If Members would like to consult with either of the panels or the network they will need to consider the following:

- Which particular topic or issue would they like to ask questions on;
- Which consultation method do they see as most appropriate;
- When would they like the results by; and
- Who will be the lead contact/s when compiling the questions?

5.2 The timetable for the Citizens' Panel and Young People's Panel questionnaires is as follows:

<b>Slot No.</b>	<b>Start date</b>	<b>Fieldwork undertaken w/c</b>	<b>Results published by</b>
1	31 March 08	26 May 08	14 July 08
2	26 May 08	21 July 08	8 September 08
3	28 July 08	22 September 08	10 November 08
4	22 September 08	17 November 08	19 January 09
5	1 December 08	2 February 09	23 March 09
6	2 February 09	30 March 09	18 May 09

5.3 All bids to consult with the panels using written questionnaires will be considered for input into the programme, that will consist of a maximum of six questionnaires. Some questionnaires may cover more than one topic area.

5.4 Heads of Service will be given the opportunity to input into the programme before it is considered for agreement by the Corporate Management Team (CMT) in March.

5.5 Any bids to use the Equalities Network will be dealt with separately by the equalities team.

## **6. ENVIRONMENTAL AND CRIME AND DISORDER IMPLICATIONS**

- 6.1 The results gained in several of the questionnaires should assist the council in its work towards improving the environmental well being of the district, as well as its work towards crime and disorder/community safety.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 The Citizens' Panel questionnaires will be contained within the Citizens' Panel budget for 2008/09.
- 7.2 The proposed Young People's Panel questionnaires will be funded by the relevant services and could cost up to £600 per questionnaire for the printing and postage. It is hoped that the cost of inputting and analysing the questionnaires can be contained within the corporate budget, but this will need to be kept under review.
- 7.3 Any qualitative consultations will need to be funded by the relevant services.

## **8. CONCLUSIONS**

- 8.1 In the past Citizens' Panel and Young People's Panel programmes have enabled the council to successfully consult with both young and adult residents in the district on a variety of topics, that has provided the council and its partners with reliable and valid information. 2008/09 will provide further opportunities for consultations to take place, not only with the panels, but also with the Equalities Network.
- 8.2 It is important to make use of the information gained from these consultations in order to:
- Inform the relevant decision making processes;
  - Confirm that the council is taking the actions that residents want;
  - Indicate what needs to be done and any improvements that need to be made; and
  - Identify new directions for the council to look into.
- 8.3 This is an important part of the council's Performance Management System.

## **9. RECOMMENDATIONS**

It is recommended that members:

- 9.1 Note the corporate consultations that have been conducted in 2007/08 and those that are still to be undertaken; and

- 9.2 Decide whether they would like to consult with the Young People's Panel, Citizens' Panel and/or the Equalities Network during 2008/09 - and if so when, on which particular topics/issues and who will be the main contact/s.

**For further information**

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**Background papers**

Results of Citizens' Panel  
questionnaires on ForestNet  
Results of the Young People's  
Panel questionnaires on  
ForestNet  
Citizens' Panel and Young People's  
Protocols on ForestNet