

## Engagement in policy & development

### Commitments for the public sector

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Date of audit:

Completed by:

Please give a rating of between 1 and 5 for each of the questions:

- 1 = Poor (currently, this doesn't happen at all)
- 2 = Fair (this has occurred in the past)
- 3 = Good (there are some examples of this happening within my organisation)
- 4 = Very Good (this frequently happens)
- 5 = Excellent (no room for improvement, just carry on the good work!)

| 1 When to involve |   |        |
|-------------------|---|--------|
| Ref               | Commitment  | Rating |
| 1.1               | Involve the voluntary and community sector from the earliest stages of policy and development, on all relevant issues likely to affect it. This can include empowering voluntary and community sector organisations to start discussions within affected communities themselves |        |
| 1.2               | Inform the voluntary and community sector of progress in developing policy  |        |
| 1.3               | Identify implications for the voluntary and community sector when assessing the impact of new policies, legislation and guidance  |        |

| 2 Enabling involvement |  |        |
|------------------------|--|--------|
| Ref                    | Commitment   | Rating |
| 2.1                    | Identify and remove barriers, such as language barriers and jargon which may prevent voluntary and community sector organisations from contributing to policy development  |        |
| 2.2                    | Encourage and facilitate responses from the full range of voluntary and community sector organisations that are likely to have a view  |        |
| 2.3                    | Support the development of voluntary and community sector infrastructure. Infrastructure bodies enable voluntary and community sector organisations to help people and communities more effectively, through services such as capacity building, representation and other forms of support |        |
| 2.4                    | Identify where there are costs to voluntary and community sector organisations as a result of partnership work with the public sector and offer support on a clear and consistent basis. This can be especially important for infrastructure bodies that are helping to organise or run    |        |

|  |               |  |
|--|---------------|--|
|  | consultations |  |
|--|---------------|--|

| <b>3 How to involve and engage</b> |  |               |
|------------------------------------|--|---------------|
| <b>Ref</b>                         | <b>Commitment</b>  | <b>Rating</b> |
| 3.1                                | Avoid compromising or undermining the independence of voluntary and community sector organisations (whatever financial or other relationship may exist between them)   |               |
| 3.2                                | Give notice of forthcoming consultations so that organisations can plan ahead  |               |
| 3.3                                | Publicise consultation exercises widely and make sure they are accessible to the people they are intended to reach   |               |
| 3.4                                | Make sure all research and information that is presented to the voluntary and community sector is accurate and credible. Explain where the information comes from and if there is conflicting evidence   |               |
| 3.5                                | Use a variety of different consultation methods and explain the reasons for selecting them   |               |
| 3.6                                | Explain which matters are open to change as a result of the consultation and which are not. Provide feedback to explain how respondents have influenced policy decisions, including where respondents' views have not been acted upon  |               |
| 3.7                                | Allow enough time for voluntary and community sector organisations to involve their service users, beneficiaries, members, volunteers and trustees in preparing responses  |               |
| 3.8                                | Conduct 12-week formal written consultations, with an explanation given for shorter time-frames  |               |
| 3.9                                | Make voluntary and community sector organisations aware of the consulting organisation's obligations under the Freedom of Information Act 2000. Where appropriate, protect the confidentiality of information that has been supplied by a voluntary and community sector organisation for the consultation |               |
| 3.10                               | Use existing channels of communication with voluntary and community sector organisations – see the 'Additional information' section of this document on "Cumbria Third Sector Network"   |               |

## Areas identified for further action

| Ref  | Actions to be taken |
|------|---------------------|
| 1.1  |                     |
| 1.2  |                     |
| 1.3  |                     |
| 2.1  |                     |
| 2.2  |                     |
| 2.3  |                     |
| 2.4  |                     |
| 3.1  |                     |
| 3.2  |                     |
| 3.3  |                     |
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| 3.8  |                     |
| 3.9  |                     |
| 3.10 |                     |