

REPORT TO Burnley Town Board



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LTPT Community and Stakeholder Engagement Plan
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PURPOSE

1. This report requires the Town Board to consider and approve the Draft Community and Stakeholder Engagement Plan attached as a guiding document during the development and deliver of the LTPT and agrees the proposals for early consultation.

RECOMMENDATION

2. It is recommended that the board:
 - (1) Approves the Community and Stakeholder Engagement Plan at Appendix 1;
 - (2) Establishes an Engagement Working Group and nominates a member of the board to chair that group.
 - (3) Approves the proposals and budget for early consultation.

REASONS FOR RECOMMENDATION

3. To ensure that the board has a clear and transparent plan for Community and Stakeholder Engagement as required in the Long Term Plan and to put in place a sub group to oversee the delivery of engagement activity
4. The early engagement is required to inform the development of the Long Term Plan

SUMMARY OF KEY POINTS

5. As set out in the LTPT Guidance (December 2023), the board is responsible for, inter

alia, identifying the priorities and issues to focus on and supporting community engagement to do this. In its LTPT submission the board will need to describe how stakeholders have been engaged to date and how the engagement will continue going forward. The Community and Stakeholder Engagement Plan aims to set this out in advance and provide a tool to guide the Boards engagement work.

6. Forming a sub group will mean that the board can provide timely support in planning and delivering engagement opportunity, as well as the opportunity to co-opt stakeholders with expertise and resources to assist.
7. In order to make quick progress and meet the end of July deadline for the LTPT, whilst at the same time ensuring meaningful engagement, the Council has engaged PS Consultants to carry out early engagement and consultation, in line with the Draft Community and Stakeholder Engagement Plan. A copy of PS Research's Proposal is attached Appendix 2. The Council has waived standing orders to accept just one fee quote based on urgency to meet the timescales. PS Research has provided similar services to the Council in the past. Consultation and engagement in subsequent phases of the development of the LTPT will be delivered by the consultants referred to in item 5 on the agenda.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

8. It is proposed that a budget of £11,300 is set aside from the capacity funding, for this early consultation to include the costs of PS Research and the costs of producing collateral for use at events, paper version questionnaires, and to provide materials and support for community based organisations to assist with the consultation. Budget breakdown as follows:

PS Research Consultants	£7,700
Printing and collateral	£1,000
Community Capacity	£2,500

POLICY IMPLICATIONS

9. The work is essential to the delivery of the LTPT.

DETAILS OF CONSULTATION

10. Chair of Town Board

BACKGROUND PAPERS

Government Consultation Principles (2018),
https://assets.publishing.service.gov.uk/media/5aafa4f2e5274a7fbe4fbacb/Consultation_Principles_

FURTHER INFORMATION

PLEASE CONTACT:

ALSO: