

Consultation Selection Policy

Compass Disability Services

Units 11 – 12 Belvedere Trading Estate
Taunton, TA1 1BH

January 2017

Review: January 2020

Introduction

Compass Disability Services facilitate consultation events that provide an opportunity for disabled people to get involved and have their say on issues which affect them.

Each event differs in its purpose, style and desired outcome. On some occasions we are looking for people with certain areas of expertise or experience of a particular service, in other cases we may seek people with particular impairments, medical conditions etc. The number of spaces available at an event may need to be limited due to staffing, funding, venue or style of event. This policy lays down some guidelines to ensure that participants are considered in a fair, consistent and clearly defined way.

Selection Criteria

When we are approached by a commissioner (organisation representative) to arrange a consultation event we will request that they complete a consultation pro-forma. The consultation pro-forma is a form which helps determine the following;

- The style and location of an event
- The topics they would like to cover
- The number of people they wish to consult with
- The target audience for the event, this may include the type of experience they would prefer participants to have.

Providing we consider the qualities/experience put forward by the commissioner as valid and necessary to the process, it is upon this basis that we determine a selection criteria and this will be explained in the invitation to potential participants. If we do not consider the participant qualities/experience put forward by the commissioner as necessary, we will go back to them to validate this criterion, until an agreement is reached.

The information agreed will then be used to plan the event including the staffing required.

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Determining maximum numbers

Although we would like to involve as many people as possible, we must also ensure that the consultation process is real and meaningful, sometimes setting a maximum number of attendees is one way of doing this.

As a guide where a small group discussion is required we would recommend that working groups are limited to 8 participants per one member of staff to facilitate. This is to ensure that all 8 people within that group have an opportunity to be actively involved in the discussion throughout the meeting and the facilitator will be able to keep accurate notes and move through the consultation questions suitably. Consideration also needs to be given to available space at the venue so that working groups do not interrupt or distract each other, therefore allowing for a free and open exchange of views.

It is usual for the number of participants to shrink on the day by approximately 10% (for a variety of reasons), therefore we would normally accept requests to attend by up to 10% more than the event can accommodate.

Oversubscription

When an event is oversubscribed priority will be given in the following order;

Priority 1.

Spaces are allocated to ensure that there is adequate representation from all different sections of the disabled community (if appropriate to the event). Consideration will be given to geographical location, type of impairment, age, gender and other minority representation. This is to ensure that views are gathered from people with different disabilities and from different backgrounds.

Priority 2.

To involve people that have previously not been involved in a consultation event.

Priority 3.

To allocate spaces on a first come first served basis.

Alternative Methods of involvement

When there is the potential for an event to be oversubscribed we will discuss with the commissioner the possibilities for including those that we are unable to accommodate. For example; is there a questionnaire that can be used to gather the views of those who cannot attend, or would they consider holding another event?

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Information on how spaces will be allocated when an event is oversubscribed and possible alternative options for participation will be stated on the invite.

If the information regarding oversubscription has not been communicated on the invite, and it later becomes clear that we are unable to accommodate everyone, individuals will be contacted directly explaining the situation.

Once we have reached the maximum number we can accommodate we will create a waiting list of individuals to be contacted in the event of any cancellations etc. This list will then be used for any alternative methods of involvement agreed.

Policy Revisions

This policy will be reviewed and amended every three years or as necessary to ensure compliance with any changes or amendments to any relevant legislation or changes to the operations or premises of Compass Disability Services.

All staff or volunteers should pass suggestions or recommendations for the revision of any aspect of the policy through normal channels to the Chief Executive Officer.

Additional Information:

- Equal Opportunities Policy
- User Led Policy

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