

Community Funded Scheme

Consultation advice

Consultation and engagement with local residents, stakeholders and anyone affected by the proposals should be undertaken as early as possible. Include evidence that you have reached out to the whole community, not just residents that will benefit from the scheme. You should consider whether anyone experiences more problems because of the current situation and whether your proposed solution might create any barriers for anyone, for example: older people, children/young people, people with limited mobility or vision/hearing, people using wheelchairs or mobility scooters, or pushing buggies.

Evidence of consultations should show community support for the scheme. Consultations should also address possible areas for contention. Opposition to schemes is one of the biggest risks to delivery and will lead to increased costs. If scheme scope changes, evidence of re-consultation will be necessary.

Engagement could be from a selection of the following:

- Evidence of letter drops to people affected
- Publicly posting on social media
- Meetings minutes from publicly held meetings with local residents and stakeholders
- Publications in local newsletters

Communication materials should be jargon free and in plain English; available in accessible formats and provided in alternative language(s) where appropriate. In order to maximise levels of participation, communication materials should use clear explanations of how the issue or proposed plan is likely to affect residents and stakeholders. The aims of the scheme should be clear, and consistent.

Key Questions

- What is the purpose of your scheme (specify aims and objectives)?
- What is the proposed outcome?
- Will the proposed outcome affect/impact group/s?
- Who has been consulted as part of the proposed scheme?

Details of whether the proposed scheme may have any specific or different impacts on people because of who they are (e.g, in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc. See: [The Equality Act 2010](#))

Privacy advice

Evidence gathered containing private information should not be shared with East Sussex Highways. Arrangements should be made to withhold personal information. The ICO (Information Commissioner's Office) provide guidelines on collating data.

<https://ico.org.uk/>

Should you have any further questions, please contact

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