

## Item 7.2

### Public Consultation Logger

**Before undertaking consultation it will help if you can answer the following questions or contact Customer & Business Knowledge (C&BK) for advice.**

*Once you have started the survey you can press 'Save' at any point and continue at a later date as long as you are using the same computer.*

Would you know if the information you need to gather is already in our possession or with an organisation we work with? e.g. Police, Health, Fire, VAC, Welsh Government etc.

**Yes (please contact C&BK)**

**No**

**Don't know (please contact C&BK)**

**Please write any further information you feel might be useful below:**

Do you know of any other exercises in preparation for the same audience and if so do you think there might be opportunities to pool resources and work together?

**Yes (please contact C&BK)**

**No**

**Don't know (please contact C&BK)**

**Please list other exercises below:**

Does someone in your team have the skills, time and support to process the data and undertake adequate analysis & reporting?

**Yes**

**No (please contact C&BK)**

**Don't know (please contact C&BK)**

1. What is the name of:

**Service area:**

**Team:**

**Lead officer i.e. The person in the team who is commissioning or undertaking this consultation:**

**Name of consultation:**

2. What is the aim of the consultation? i.e. What question are you trying to answer or find information on?

3. What is the reason for the Consultation (Please tick all that apply)

**Statutory requirement**

**Service planning**

**Customer satisfaction**

**Performance monitoring**

**Project specific**

**Don't know**

**Other**

**If other - Please specify:**

4a. Which of the following does your consultation feed into? (Please tick all that apply)

**Corporate Plan**

**Service Area Business Plan**

**'What Matters' - Integrated Partnership Strategy**

**Service planning**

**Other**

**If other - Please specify:**

5a. Who is the consultation aimed at? (Tick all that apply)

**City wide**

**Neighbourhood Management Areas (please move to Q5b)**

**Electoral Divisions (please move to Q5c)**

**Service users**

**Stakeholders**

**Specific group (please move to Q5d)**

**Other (please move to Q5e)**

5b. Which neighbourhood management areas is the consultation aimed at? (Please tick all that apply)

**Cardiff West**

**Cardiff South West**

**City & Cardiff South**

**Cardiff East**

**Cardiff South East**

**Cardiff North**

5c. Which electoral divisions is the consultation aimed at? (Please tick all that apply)

<b>Adamsdown</b>	<b>Llanishen</b>
<b>Butetown</b>	<b>Llanrumney</b>
<b>Caerau</b>	<b>Pentwyn</b>
<b>Canton</b>	<b>Pentyrch</b>
<b>Cathays</b>	<b>Penylan</b>
<b>Creigau / St Fagans</b>	<b>Plasnewydd</b>
<b>Cyncoed</b>	<b>Pontprennau / Old St Mellons</b>
<b>Ely</b>	<b>Radyr &amp; Morganstown</b>
<b>Fairwater</b>	<b>Rhiwbina</b>
<b>Gabalfa</b>	<b>Riverside</b>
<b>Grangetown</b>	<b>Rumney</b>
<b>Heath</b>	<b>Splott</b>
<b>Lisvane</b>	<b>Trowbridge</b>
<b>Llandaff</b>	<b>Whitchurch &amp; Tongwynlais</b>
<b>Llandaff North</b>	

5d. If the consultation is aimed at a specific group please specify

5e. If the consultation is aimed at another group please specify

6. What methodology will you be using? (Please tick all that apply)

**Face to face interviews**

**Focus groups**

**Questionnaires**

**Public meetings**

**Telephone surveys**

**Online surveys**

**Capital Times**

**Social networking sites**

**Text messaging (SMS)**

**Complaints / Compliments slips**

**Comment cards**

**Other**

**If other please specify:**

7. What is the sample size for the consultation? Please ask C&BK if unsure.

**Less than 10**

**10-25**

**26-50**

**51-100**

**101-250**

**251-500**

**501-1K**

**1,001-5K**

**5K-10K**

**City wide (i.e. Capital Times)**

8. When will the work commence?

**Please indicate month and year**

**Continuous**

9. How long is it planned to last?

**Stand alone event**

**Continuous process**

**1 to 3 months**

**Other – please specify**

10. Is this a recurring piece of work?

**Yes (Please move to Q10b)**

**No (Please move to Q11a)**

10b. If so, how regularly?

**Continuous**

**Monthly**

**Bi-annually**

**Each school term**

**Annually**

**Other**

**If other please specify**

11a. Who will undertake the consultation?

**Staff within the service area**

**Customer & Business Knowledge (Formerly - Cardiff Research Centre)**

<b>External consultant</b>
<b>In partnership</b>
<b>If in partnership with whom?</b>

12. What are the known costs of the consultation?
<b>Staffing costs</b>
<b>Analysis costs</b>
<b>Production consumables e.g. paper, printing and postage</b>
<b>Building hire / refreshments etc.</b>
<b>Other</b>
<b>TOTAL</b>
<i>C&amp;BK will be pleased to provide further advice in this area</i>

13. Where did the funding for the consultation come from?
<b>Service area budget</b>
<b>Welsh Government funding</b>
<b>Other grant funding</b>
<b>Other</b>
<b>Please specify any other grant funding:</b>
<b>Please specify any other source:</b>

As part of the consultation you will be expected to report back on what happened as a result of the consultation.

14a. Which of these methods are you planning to use to feedback the findings of your consultation
<b>Hard Copy Reports</b>
<b>Distribution of electronic copies of the report</b>
<b>Team meetings</b>
<b>Formal presentations</b>
<b>Published online (including <a href="http://www.cardiff.gov.uk">www.cardiff.gov.uk</a>)</b>
<b>Via a community newsletter</b>
<b>Capital Times</b>
<b>Community groups/ PACT meetings etc.</b>
<b>Social Media e.g. Facebook/ Twitter</b>
<b>E-Consult</b>
<b>Don't know</b>
<b>Other – please specify</b>

14b. Who will the information that you collect be shared with?
<b>My service area</b>
<b>Council wide</b>
<b>Partners/stakeholders</b>
<b>Councillors</b>
<b>With the public</b>

How do you intend to make changes to services as a result of this exercise? e.g. make service improvements, inform service redesign, improve communication flows, enhanced collaboration

**Thank you for taking the time to complete this form.**  
Please click [Submit](#).

If you require advice or support in relation to consultation and engagement activities please contact Customer & Business Knowledge on 029 2087 3217 or email [consultation@cardiff.gov.uk](mailto:consultation@cardiff.gov.uk)