



## Moulton Parish Council

<https://moultonpc.org.uk>

# Consultation & Community Engagement Policy

## Introduction

This policy specifies how Moulton Parish Council will consult and engage with the residents to ensure that the parish council can receive a wide range of viewpoints before making decisions about the community.

## Consultations

Moulton Parish Council will conduct consultations where the council deems that a proposed project, action or activity is worthy of wider community engagement. A consultation will not be conducted in connection with any action where Moulton Parish Council is required to act by law or where a project, action or activity is proposed on the grounds of health and/or safety or in connection with required repairs and maintenance. Moulton Parish Council will only conduct consultations on matters within the powers of the parish council.

## Initiating Consultations

A consultation is initiated in a parish council meeting; the resolved motion must clearly state:

- The questions to be asked of the parish.
- The start and end dates of the consultation, which must be a minimum of three weeks, and a maximum of two months.
- Any requirement under Equality Act to gather statistics for an EIA.
- Any designated councillors to act as consultation manager(s) (otherwise, this duty falls on the Clerk)

The council must also approve any promotional expenditure to support the consultation.

Following the approval, the consultation managers must produce a consultation document, and make the appropriate arrangements for the consultation, in line with this policy.

## Consultation Questions

Consultations must have the following groups of questions:

- The questions posed by the consultation motion in one or more question blocks.
- The name, e-mail address and street of responder.
- Any equality statistics, such as age, religion, sex, sexuality, ethnic group and political ideologies.
- Any further comments that the responder wishes to make.

Any consultation must contain references and links to this policy, which details how the information gathered shall be used.

## Consultation Responses

Moulton Parish Council will operate and maintain a web-based consultation portal to run the consultation. Furthermore, the consultation document will be published on the parish noticeboard and via the electronic mediums of the council.

Parishioners have until the closing date to respond to the consultation, either via the web-based consultation portal, or via post to the registered address of the parish council.

## Consultation Outcome

Following the closure of the consultation, the consultation manager(s) shall perform the following:

- Remove any responses that are repeated, vexatious, abusive or fraudulent.
- Compile a summary detailing the evidence gathered to be presented at the next parish council meeting. A consultation is used to inform the council of public opinion, but councillors are not obliged to follow the consultation outcome when decision-making.
- Compile a complete archive of all responses received, to be kept for six years.

After the consultation, the consultation manager(s) should arrange with the clerk to update the responders who requested it.

## Response Privacy

Moulton Parish Council (MPC) collects, uses and holds certain personal information about those who respond. When MPC do so we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union and the United Kingdom and MPC are responsible as 'controller' of that personal information for the purposes of those laws.

In the course of responding to consultations published by Moulton Parish Council (MPC) the following personal information is provided to us:

- street name and/or postcode
- email address if the responder want updates on a specific consultation
- feedback on the consultation
- equality data, if requested

The system that MPC uses may also use cookies for the operation of the site, to remember preferences whilst the users navigate the website and for analytical purposes.

No personal information which can identify the responder, such as their name or address, will be used in producing reports. MPC will follow our Data Protection policies to keep the information secure and confidential. Any equality data, if it is requested, will be anonymised.

MPC use personal information to inform the responders of the outcome of the consultation, if they have requested updates. MPC may use location data to ascertain the impact of a policy consultation. MPC will hold personal information for up to 6 years following the closure of a consultation.

MPC rely on the statement that processing is necessary for the performance of a task carried out in the public interest and that processing is necessary for compliance with a legal obligation to which the controller is subject.

The provision of contact details, including name, address or email address is required to enable MPC to respond to feedback on consultations.

MPC rely on processing is necessary for reasons of substantial public interest as the lawful basis on which we collect.

Under GDPR, responders have rights which they can exercise free of charge which allow responders to:

- know what MPC are doing with their information and why MPC are doing it
- ask to see what information MPC hold about you (subject access request)
- ask MPC to correct any mistakes in the information held about them
- object to direct marketing
- make a complaint to the Information Commissioner's Office

Depending on our reason for using the information they may also be entitled to:

- ask MPC to delete information we hold
- have the information transferred electronically to the applicant and/or to another organisation
- object to decisions being made that significantly affect the responder
- object to how MPC are using the responder's information
- stop MPC from using the information in certain ways

MPC will always seek to comply with your request.

MPC have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. MPC limit access to personal information to those who have a genuine need to know it. Those processing the information will do so only in an authorised manner and are subject to a duty of confidentiality.

MPC also have procedures in place to deal with any suspected data security breach. The parish council will notify any impacted persons and any applicable regulator of a suspected data security breach where MPC are legally required to do so.

The Data Protection officer should be contacted in the event of concerns or queries.