
Overview

When policy proposals have been developed to an appropriate level of detail, they are exposed to a wider consultation process. This enables practical details to be tested against a range of different opinions. The process should also build confidence that the proposals are recognised and acceptable to a wider audience than those involved in the early development.

SFJPDPS2.4.10

Contribute to consultation on policy proposals

Performance criteria

You must be able to:

- P1 identify the key questions that should be considered by those involved in the consultation process
- P2 summarise the proposals or options in a way that communicates the proposals clearly and provides appropriate focus on the right questions
- P3 identify the key stakeholders who should be involved in the consultation
- P4 assess the specific interests of different stakeholder groups in relation to policy proposals or options
- P5 select an appropriate framework of methods for the consultation
- P6 specify the exact form of the questions to be used in the consultation
- P7 organise the consultation process in a way that ensures that those consulted feel that they have made a full contribution
- P8 collate and present the results of the consultation
- P9 analyse and summarise the consultation results in a way that assesses the options within the proposals
- P10 ensure that those who have participated and other stakeholders receive feedback on the consultation

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Knowledge and understanding

You need to know and understand:

- K1 specific legislation, regulation, governance and cultural requirements that relate to the nation or region to which the policy will apply
- K2 that the policy formation process involves continuous engagement and partnership with a range of stakeholders meaning that those in policy functions must coordinate and on occasions take the lead but must also constantly seek to ensure that there is full stakeholder engagement
- K3 why it is important to condense complex proposals or options into clear and simple consultation questions
- K4 government procedures and guidelines for the organisation of a consultation process
- K5 the need to make consultation proportional to the nature and priority of the policy
- K6 who should be included as stakeholders in the consultation on specific proposals
- K7 how to assess the interests of different stakeholders
- K8 how different methods of consultation can be organised
- K9 the advantages and disadvantages of different consultation methods
- K10 how to shape questions to ensure that the consultation process is objective and comprehensive
- K11 how to collate and summarise consultation results in a way that supports consideration of the relative merits of each option
- K12 specific legislation, regulation, governance and cultural requirements that relate to the nation or region to which the policy will apply

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Additional Information

Behaviours

The policy function role demands a high level of professionalism and general professional behaviour that should be taken as read. The most important behaviours that will help you achieve effective performance in this unit are:

Communicating

1. You present proposals clearly and convincingly in a style to which people can relate.
2. You identify people's preferred communication media and styles and adapt consultation to those preferences.

Building relationships

3. You demonstrate a clear understanding of different stakeholders and their real and perceived needs.

Problem solving and decision making

4. You analyse and structure information to develop knowledge that can be shared.

Focusing on results

5. You find practical ways to obtain consultation feedback for all significant stakeholders.

Acting ethically

6. You keep confidential feedback secure to protect individual sources.

Acting strategically

7. You show sensitivity to stakeholders' needs whilst ensuring that consultation results are matched against strategic needs.

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