Cultural Strategies Consultation Planning Checklist

# Title:

Click or tap here to enter text.

Date Checklist Prepared: Click or tap to enter a date.

# Consultation Aims and Design

|  |  |
| --- | --- |
| Question | Answer |
| What is the overall research design or approach?  |   |
| Who will participate and what is required to enable their access and participation?  |   |
| What specific questions will the consultation request engagement with?  |   |
| Do these questions align with existing consultation, surveys etc. from your and neighbouring area?  |  |

## Suggested Resources and References:

Local Government Association (2025) *Engagement – how to involve and understand residents*. Available at: <https://www.local.gov.uk/our-support/communications-and-community-engagement/engagement-how-involve-and-understand-residents> (Accessed: 16 May 2025).

Cabinet Office (2018) *Consultation principles: Guidance*, *GOV.UK*. Available at: <https://www.gov.uk/government/publications/consultation-principles-guidance> (Accessed: 30 May 2025).

The Audience Agency *(2020) Creating an Effective Audience Development Plan.* Available at: <https://theaudienceagency.org//asset/2157> (Accessed: 16 May 2025).

Evaluation principles (2024) *Evaluation Principles*. Available at: <https://www.culturalvalue.org.uk/our-work/evaluation/evaluation-principles/#eval> (Accessed: 16 May 2025).

Migration Museum (2023) *A toolkit for co-created community engagement projects*. Available at: <https://www.migrationmuseum.org/wp-content/uploads/2023/11/Migration-Museum-Peoples-Tool-Kit_compressed.pdf> (Accessed: 16 May 2025).

Wright, R. (2017) *The consultation charter - the 7 best practice principles*. Available at: <https://www.consultationinstitute.org/consultation-charter-7-best-practice-principles/> (Accessed: 16 May 2025).

# Ethical Considerations and Data Protection

| Question | Answer |
| --- | --- |
| What are the ethical guidelines relevant for generating this data? |   |
| Will informed consent be obtained?  |   |
| Will participant anonymity/confidentiality be ensured?  |   |
| How will data be stored securely and comply with data protection regulations (e.g., GDPR)?  |   |
| Has an Equality Impact Assessment been considered for the consultation process? |  |

## Suggested Resources and References:

Museums and Heritage (2017) *Advisor free webinar GDPR - and what you need to know - the resources*. Available at: <https://advisor.museumsandheritage.com/news/advisor-webinar-general-data-protection-regulation-need-know/> (Accessed: 16 May 2025).

Museums Association (2024) *Code of ethics for museums*. Available at: [https://www.museumsassociation.org/campaigns/ethics/code-of-ethics/#](https://www.museumsassociation.org/campaigns/ethics/code-of-ethics/) (Accessed: 16 May 2025).

The Public Sector Equality Duty (PSED) | EHRC (2022) *The Public Sector Equality Duty (PSED)*. Available at: <https://www.equalityhumanrights.com/guidance/public-sector-equality-duty-psed> (Accessed: 16 May 2025).

# Data Generation, Analysis and Sharing\*

|  |  |
| --- | --- |
| Question | Answer |
| What methods will be used? |   |
| Facilitation Plan and Timeline: (Facilitators; Required Resources)  |   |
| How will data be analysed? |   |
| How will findings be documented and shared? |   |
| Alongside the analysis and any reports, will anonymised data be made available? If so, how? |  |

## Suggested Resources and References:

Christou, E., Owen, V. and Ceyhan, P. (2023) *The little book of creative evaluation*, *The Little Book of Creative Evaluation*. Available at: <https://creativeevaluation.uk/> (Accessed: 16 May 2025).