

CABINET – 4 March 2026

Notice of Recommendations from the Overview and Scrutiny Board Meeting held on 23 February 2026, for provision to Cabinet meeting of 4 March 2026.

Action required – for consideration by Cabinet and publication of a response within 2 months of 4 March 2026.

O&S Board agenda item 7 – Consultation Framework Working Group Report

1. That the Overview and Scrutiny Board recommend to Cabinet that it adopts the Code of Good Practice – see the following link to the draft document: [Code of Good Practice](#)
2. That the Overview and Scrutiny Board recommend to Cabinet that all members should be notified of consultations at least 1 week in advance of going live, providing summary detail of the topic for consultation.
3. That the Overview and Scrutiny Board endorse the ongoing work to produce an internal consultation toolkit, which should provide clear guidance on confidentiality.
4. That the Overview and Scrutiny Board recommend to Cabinet that it endorses an approach to every consultation which clearly outlines that it is not a referendum.
5. That the Overview and Scrutiny Board recommend to Cabinet that funding for the establishment of a citizens panel is built into future budgets for Consultations.

(Unanimous Decision)

Additional comments from O&S Board

Cabinet is also asked to note the following recommendations to officers:

1. That the Overview and Scrutiny Board recommend that the Chief Executive bring the Consultation Forward Plan to Group Leaders Meetings on a quarterly basis in order to raise awareness with members. As well as informing of forthcoming consultations the update should provide guidance on confidentiality and expectations for member engagement.
2. That the Overview and Scrutiny Board recommend to officers that greater clarity be provided around why particular consultation methods were chosen

and also clarity on the reason why a consultation is taking place and how the results of the consultation will be used.

3. That the Overview and Scrutiny Board recommend that officers give consideration to the most robust consultation process available, recognising that sample surveys tend to be more robust and consider the additional costs involved with this

The Board also asked officers to review whether the framework (Code of Good Practice) should more explicitly reference the need for meaningful, decision-relevant consultation questions. Officers agreed to thoroughly check through the Code and make adjustments if required.