

## Community Consultation February to May 2012

**Volunteers needed:** We have places available for a unique and exciting project which involves becoming a member of a community consultation team and completing a consultation. Sixteen days of training and support will be delivered locally over a four month period for a team of twenty five people; the team will be trained in Participatory Appraisal methods and apply them to a full consultation in their area. The team become P.A. facilitators and produce a report on the process and findings from the consultation and present that information as a team to a reference group.

The local community would benefit by being able to influence what sort of local services and Third Sector businesses could be supported by VSGWL and others. We will be asking them to identify which services have the strongest and most relevant social remit with regard to the prevention of social isolation, unemployment and deterioration of health and well being. We will simplify the questions and make them fun and accessible. The team will go out and about in the community and gather information and record it, analyse it and go out again until all five levels of the consultation are complete.

The whole process will be supported through training and guidance from Take Part Training. If you would like to know more about it have a look at the website at [www.takepart-training.co.uk](http://www.takepart-training.co.uk) This is not an accredited course as there are time restrictions and cost implications, however the programme will follow the design of the accredited programme detailed on the website.

The team will be made up of volunteer members of the community. The programme will be delivered locally; mainly in Bathgate, Livingston and surrounding towns and comprises of six days training in the design of the project over three weeks followed by two days training each fortnight for the next four months and one day preparing the report and another presenting the findings to a reference group. It is expected that the training days will be held at The Royal British Legion in Bathgate.

Attendance at all of the training days and the reference group meeting is essential as well as a willingness to do preparation for the consultation and other elements such as data entry, although the work will be divided up according to skills and interests. A minimum of twenty hours of direct community consultation out and about in the area (over the four months) is required. Volunteers will not be paid but lunch and refreshments will be provided on the training days.

An example calendar is provided but **the dates are not agreed yet** it is just an illustration of the time commitment required. Basically it will take over your life for the four months.

The programme is great fun, informal and innovative and includes; the P.A. philosophy, communication skills, project management techniques and tools, data analysis, creative design, team working, public speaking and presentation skills, facilitation and consultation skills, personal development, organisational skills and confidence building as each person learns how to conduct a full community consultation using Participatory Appraisal methods. This is a golden opportunity to

learn something new, make new friends and contribute to the local community. There are no formal academic requirements but participants do need to be literate and numerate. Participants must be good at working as part of a team, be reliable and stay committed to the whole process.

If you would like to learn about Participatory Appraisal and help us deliver better services and support in your community and if you are willing to let this take over your life between February and May 2012 please contact Brandy Derrick at VSGWL by telephone on 01506 650111 (Tuesday to Thursday) or e-mail to [Brandy.Derrick@vsgwl.org](mailto:Brandy.Derrick@vsgwl.org) You will need to register your interest first and will then be invited to a meeting for more details. Key: **TD = Training Day**. **BH = Bank Holiday**. **CD = Consultation Day**. **BW = Background Work**. **RG= Reference Group** **RP = Report Prep** The days in red are full days, the rest are part of a day.

### February 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1st	2nd	3rd
6 <sup>th</sup> TD (1)	7 <sup>th</sup> TD (2)	8th	9th	10th
13 <sup>th</sup> TD (3)	14 <sup>th</sup> TD (4)	15th	16th	17th
20 <sup>th</sup> TD (5)	21 <sup>st</sup> TD (6)	22nd	23rd	24th
27th	28 <sup>th</sup> CD	29 <sup>th</sup> CD		

### March 2012

Monday	Tuesday	Wednesday	Thursday	Friday
			1 <sup>st</sup> BW	2 <sup>nd</sup>
5 <sup>th</sup>	6 <sup>th</sup> CD	7 <sup>th</sup>	8 <sup>th</sup> CD	9 <sup>th</sup> BW
12 <sup>th</sup> TD (7)	13 <sup>th</sup> TD (8)	14 <sup>th</sup>	15 <sup>th</sup> CD	16 <sup>th</sup>
19 <sup>th</sup>	20 <sup>th</sup>	21 <sup>st</sup> CD	22 <sup>nd</sup>	23 <sup>rd</sup>
26 <sup>th</sup>	27 <sup>th</sup> CD	28 <sup>th</sup> CD	29 <sup>th</sup>	30 <sup>th</sup> BW

### April 2012

Monday	Tuesday	Wednesday	Thursday	Friday
2 <sup>nd</sup> TD (9)	3 <sup>rd</sup> TD (10)	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup> BH
9 <sup>th</sup> BH	10 <sup>th</sup> CD	11 <sup>th</sup> CD	12 <sup>th</sup>	13 <sup>th</sup>
16 <sup>th</sup> CD	17 <sup>th</sup>	18 <sup>th</sup> CD	19 <sup>th</sup>	20 <sup>th</sup> BW
23 <sup>rd</sup> TD (11)	24 <sup>th</sup> TD (12)	25 <sup>th</sup>	26 <sup>th</sup> CD	27 <sup>th</sup>
30 <sup>th</sup>				

### May 2012

Monday	Tuesday	Wednesday	Thursday	Friday
	1 <sup>st</sup>	2 <sup>nd</sup> CD	3 <sup>rd</sup>	4 <sup>th</sup>
7 <sup>th</sup> BH	8th	9 <sup>th</sup> CD	10th	11th
14 <sup>th</sup> TD (13) RGP	15 <sup>th</sup> TD (14) RPP	16th	17th	18 <sup>th</sup> RG (15)
21 <sup>st</sup> RP (16)	22 <sup>nd</sup>	23 <sup>rd</sup>	24 <sup>th</sup>	25 <sup>th</sup>
28 <sup>th</sup> BH	29 <sup>th</sup>	30 <sup>th</sup>	31 <sup>st</sup> Report PDF	