



Assurance Services Certificate of Consultation Readiness



The
Consultation
Institute

Certificate of Consultation Readiness

A review of all pre-consultation activities and processes that provides you with assurance you have met tCI's standards to proceed to consultation.



About Certificate of Consultation Readiness

Certificate of Consultation Readiness (CCR) is designed to support you at the very early stages and is structured to get you ready to consult. The scope of a consultation readiness review covers all pre-consultative activities as well as preparation and planning and materials development.

Typically, Institute clients use our review services to:

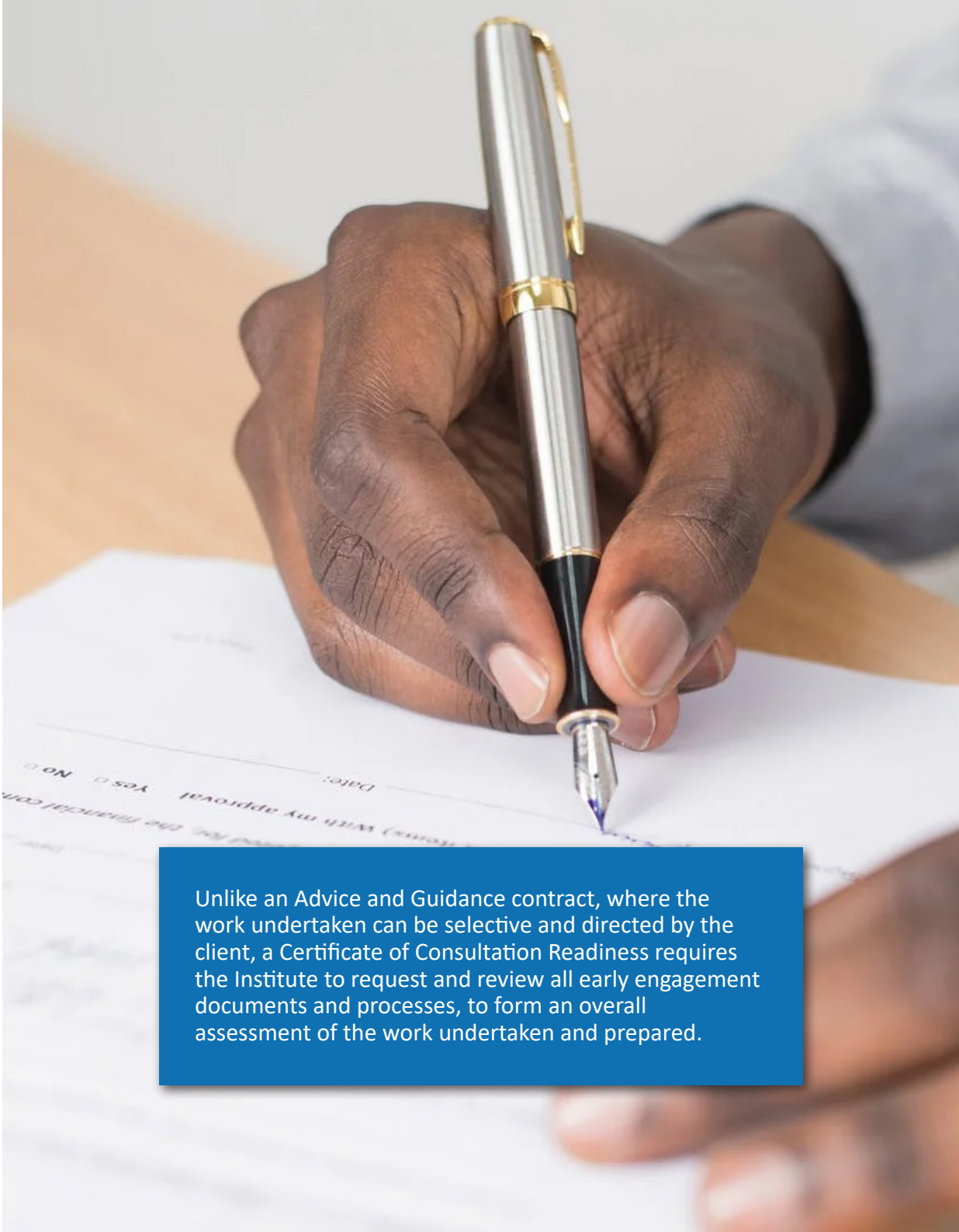
- To examine a proposal or plan for flaws that could lead to complications or challenges
- To provide feedback on the quality of a consultation document or impact assessment
- To add value to an engagement or consultation plan

The requirements are structured into four key phases of activity:

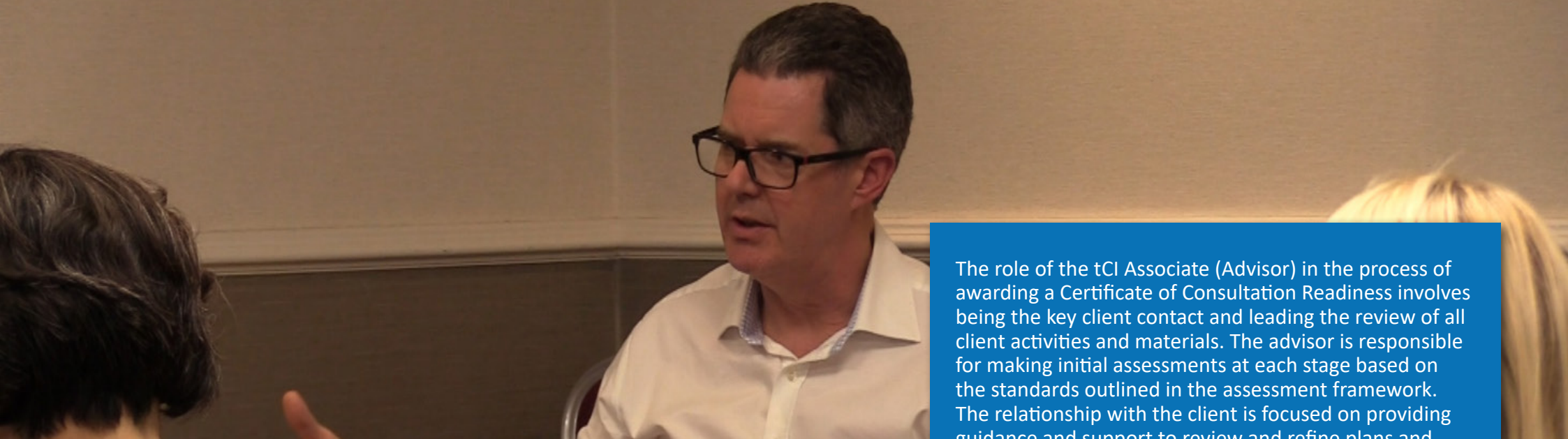
1. Pre-consultation
2. Consultation scoping and governance
3. Project planning
4. Documentation.

In awarding a Certificate of Consultation Readiness, the Institute will need to be assured that the consultor has met the required standards at each stage as outlined in the Consultation Institute's Charter.

In working with the client, the Institute will make recommendations as part of the feedback to help the client meet the required standards.



Unlike an Advice and Guidance contract, where the work undertaken can be selective and directed by the client, a Certificate of Consultation Readiness requires the Institute to request and review all early engagement documents and processes, to form an overall assessment of the work undertaken and prepared.



The role of the tCI Associate (Advisor) in the process of awarding a Certificate of Consultation Readiness involves being the key client contact and leading the review of all client activities and materials. The advisor is responsible for making initial assessments at each stage based on the standards outlined in the assessment framework. The relationship with the client is focused on providing guidance and support to review and refine plans and materials to meet the required standards.

How it works

The review is delivered using a lead associate (advisor) who is familiar with the relevant sector. They will be supported by other associates as required for specialist expertise.

Day-to-day contact is with the advisor, who will work with the client to ensure that planning and activities are in line with the standards expected in the Consultation Charter and Certificate of Consultation Readiness framework. Each stage of the process ensures that standards are understood and where required, provide practical advice on how to prepare. An initial scoping meeting with the Institute advisor would agree on the parameters for the inclusion in the review.

Before a Certificate of Readiness can be awarded, there must be a peer review of the project notebook and supporting documentation. Two appropriately qualified tCI senior associates will usually undertake this.

Following peer review, and where there are outstanding actions/recommendations for further activity to be undertaken during the public consultation, a qualified Certificate of Readiness should be issued. It should include a list of actions required to be conducted during the public consultation to ensure the relevant standard is delivered. Where the peer review is satisfied that the standards have been met, a Certificate of Readiness can be issued with no qualification.

Clients will be able to use the certification to address any challenges to the effective delivery of the pre-consultation, and if circumstances prove necessary, the Institute can make public statements to this effect. From experience, this service also helps to not only improve the quality of pre-consultation but also increases organisational reputation and helps to mitigate other risks. Clients often enter into their consultation feeling emotionally and practically well prepared, organised and much better equipped to manage the process.

Identification of Flaws and Challenges

The review helps examine proposals or plans to identify potential flaws that could lead to complications or challenges during the consultation process. This early identification can prevent issues from arising later.

Feedback on Quality

It provides valuable feedback on the quality of pre-consultation documents. This ensures that the materials meet the necessary standards and are effective for the consultation process.

Value Addition

The CCR adds value to engagement or consultation plans. Institute experts can suggest improvements or enhancements that can contribute positively to the overall consultation process.

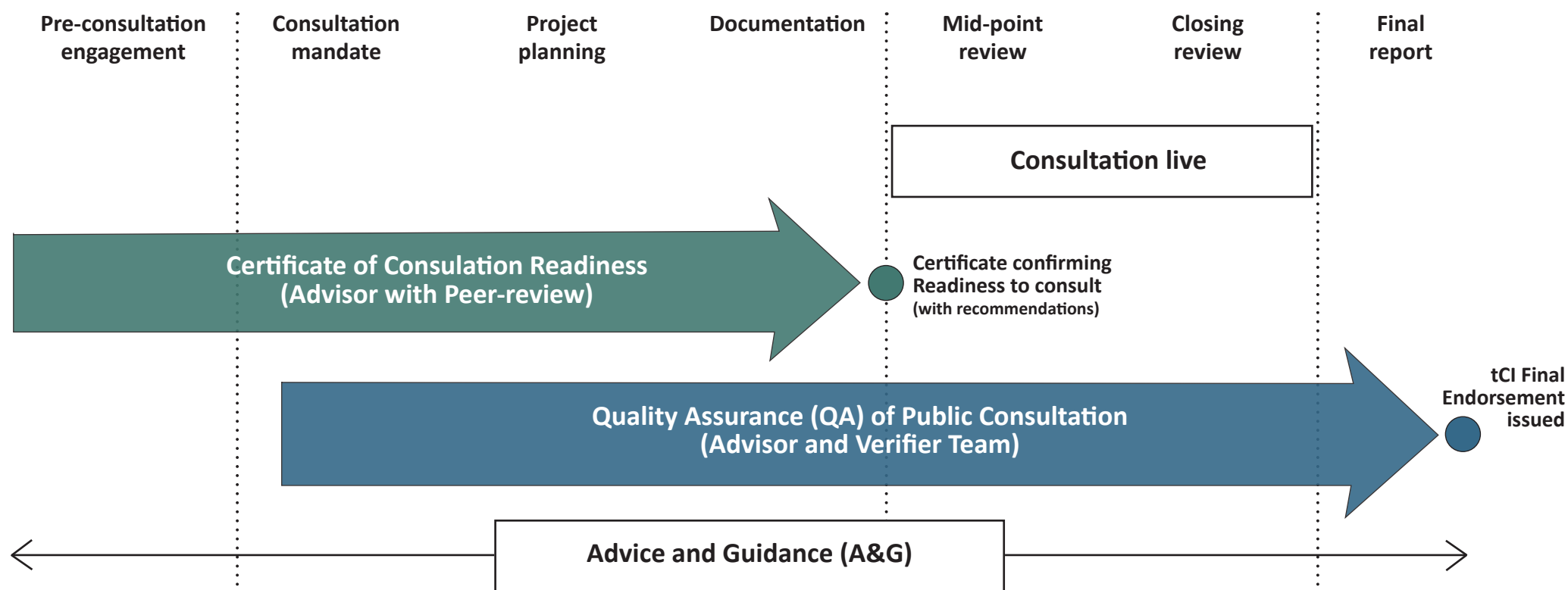
Recommendations for Additional Activities

If additional activities are recommended to meet the required standards, these recommendations are outlined as part of the feedback provided. This guidance can be integrated into the consultation to ensure it meets the necessary criteria.

[Read a recent case study on CCR](#)



Where does CCR and other Assurance services sit in the consultation process?





“The confidence of having the backing of tCI and the Certificate has been so helpful for us to give feedback to scrutiny from councillors and our own committees about the process.”

Richard Kennedy | NHS South Yorkshire ICB



Contact us

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