



## Guidance on Compilation of Consultation Inputs *(from workshops and online consultation)*

### Object of this Stage in the Process

This document sets out how the inputs received in the consultation phase (3) are compiled, so that they can then be presented to all PPN members. This involves firstly inputs collected at the workshop(s) and then subsequently further inputs received from the online consultation, or in hard copy during that period.

The purpose is not to alter the material that has been gathered but to make it more accessible to anyone wanting to review it, whether they were able to attend the workshop(s) or not. The inputs should be left in the words of the contributors, allowing for challenges of legibility! The aim is to remove duplication, which does not create a problem since the inputs are not weighted according to how many times they were mentioned, and to gather inputs relating to similar issues together. This is a simple process and should not be “over-thought”.

At least two people involved in the workshop team(s) should do this exercise. The more of the facilitators from the workshop(s) that are involved, the better as they should have most familiarity with the inputs and the discussions within which they were made. Bear in mind that it is not a scientific process and were different groups to do this, on different days, the outcomes would vary. Since the participants words are not changed, nothing is lost, and there is a further opportunity first for input, and second to review the Draft Vision for Community Wellbeing that is generated, this is not considered a problem.

### Compilation of Workshop Inputs

At the close of each workshop there will be 6 sheets of coloured post-its (or multiples of 6), corresponding to each of the 6 community wellbeing headings;

- Values, culture and meaning
- Environment and sustainability
- Social and community development
- Participation, democracy and good governance
- Economy, work and resources
- Health (physical and mental)

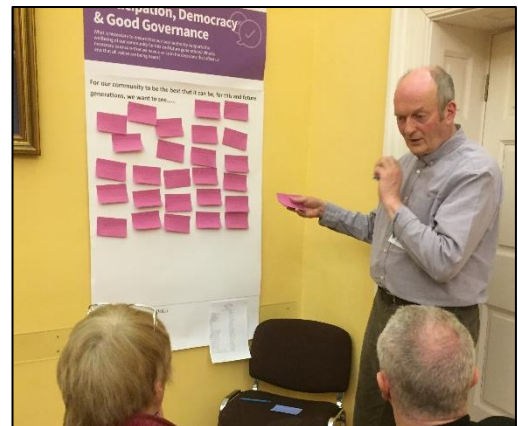
This is the material that has first to be sorted, then typed up and presented to all PPN member groups for the online/ hard copy consultation phase. Under each heading there will be post-its in the main section of the sheets that relate to the vision participants have, and others in the bottom section of the sheet that are specific proposals and these specifics are to be compiled separately and referred to the Secretariat and PPN representatives to inform them of member groups concerns and issues, and to be used in the development of more detailed strategic and work plans.

### Work Heading by Heading

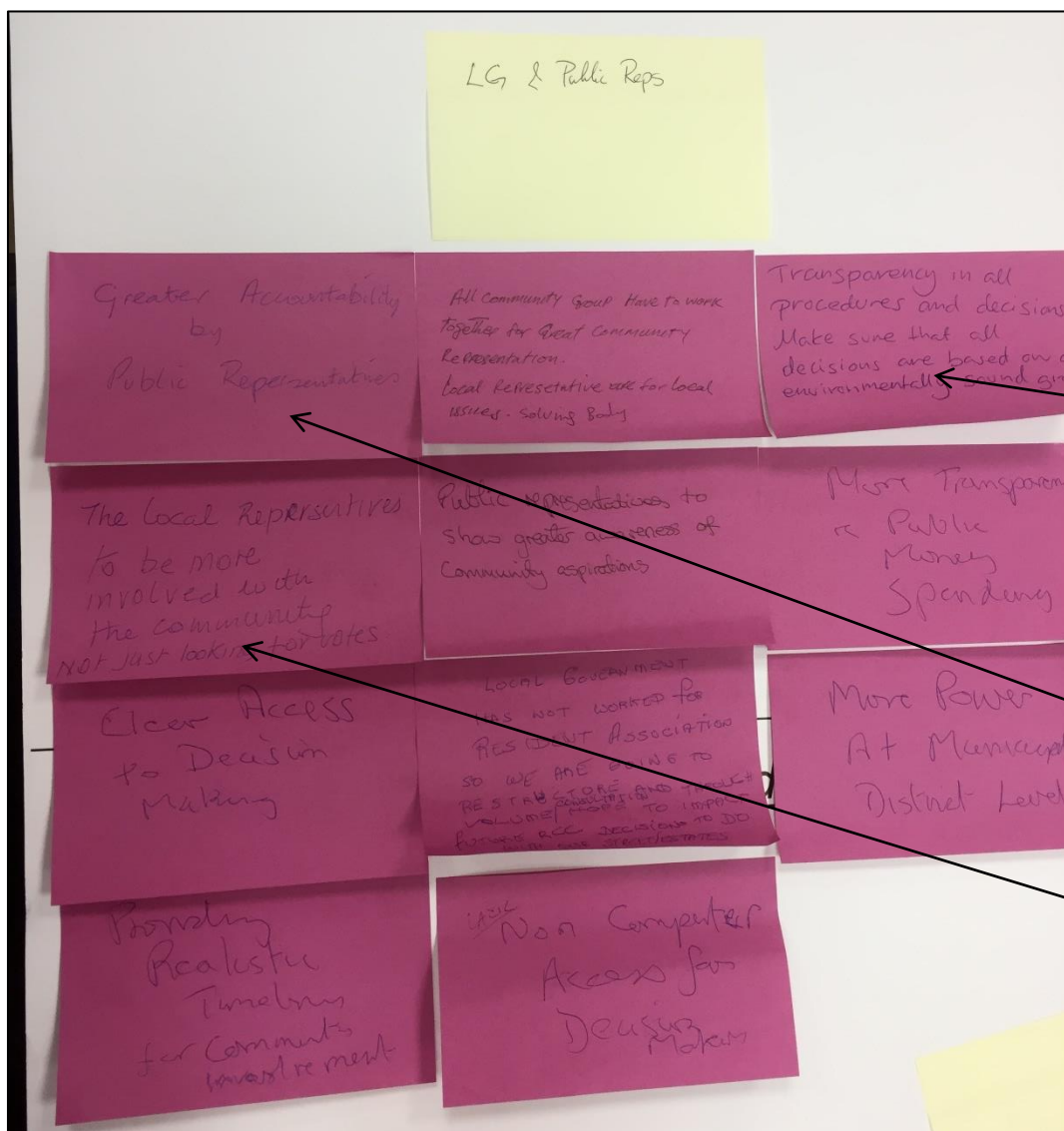
The inputs on each heading should be considered in turn. It may be that some inputs appear as if they would be better suited under a different heading. However, the process is clear that where participants put an issue is for them to determine and should not be “corrected”. This is also part of what illustrates the uniqueness of each Vision as it is developed. It may mean that an issue is referred to under multiple headings and this is completely appropriate. Issues that crop up under multiple headings may well become elements of the core or over-arching vision.

At least 2 people need to read through the inputs for the heading to familiarise themselves with the content. They then begin to group post-its whose content refers to similar or related issues, for example dog control, dumping and littering. There is likely to be discussion and debate here about how post-its are grouped. This has the benefit of raising everyone’s awareness of what participants contributed, and to identifying the clearest themes that may emerge.

The photograph here (right) shows the purple Participation, Democracy and Good Governance inputs being generated at a workshop.



These are then grouped where they relate to common issues. These issues are then identified as particular themes within the inputs, which form sub-headings. (see below and overleaf)



The inputs here all relate in some way to local government (“LG”) and public representatives (“Public Reps”) and the yellow post-it notes this.

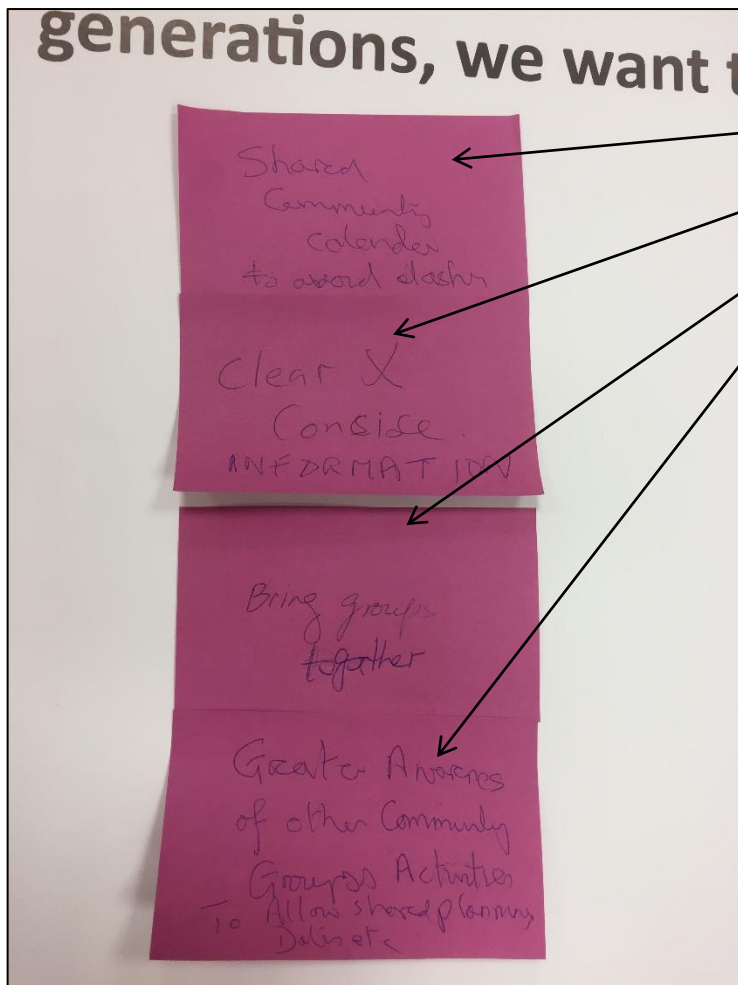
“Transparency in all procedures and decisions. Make sure that all decisions are based on environmentally sound grounds.”

“Greater accountability by Public Representatives”

“The local representatives to be more involved with the community, not just looking for votes.”



The themes or sub-headings that emerge should be led by the content of the inputs. Do not worry if these seem to be very narrowly focused or rather woolly, or if issues and themes that might be anticipated did not emerge. They may have come up under another heading and there is still the online/hard copy consultation phase to complete. One of the important reasons for compiling all the workshop inputs and circulating these is to let member groups see what has been mentioned and check if there are things that need to be added.



This (left) is another example of related content being brought together.

*“Share community calendar and avoid clashes.”*

*“Clear & concise information”*

*“Bring groups together”*

*“Greater awareness of other community groups activities to allow shared planning, dates, etc.”*

All the post-its here relate to **“communication between community groups”**. While its possible that this group of post-its could have been called something different like “community group co-ordination”, this is fine. These sub-headings do not have any status and are solely for the purpose of making it easier for people scanning through the inputs made at the workshops. When the Draft Vision for Community Wellbeing for This and Future Generations is developed, these sub-headings are not used by default – the material is all considered under each heading and different themes may emerge or changed allocations.

All the post-its under the different headings are handled in this way. There may be some that do not fit with any others and stand alone as separate points. They should be left to one side of the sheet as “Other Points”.

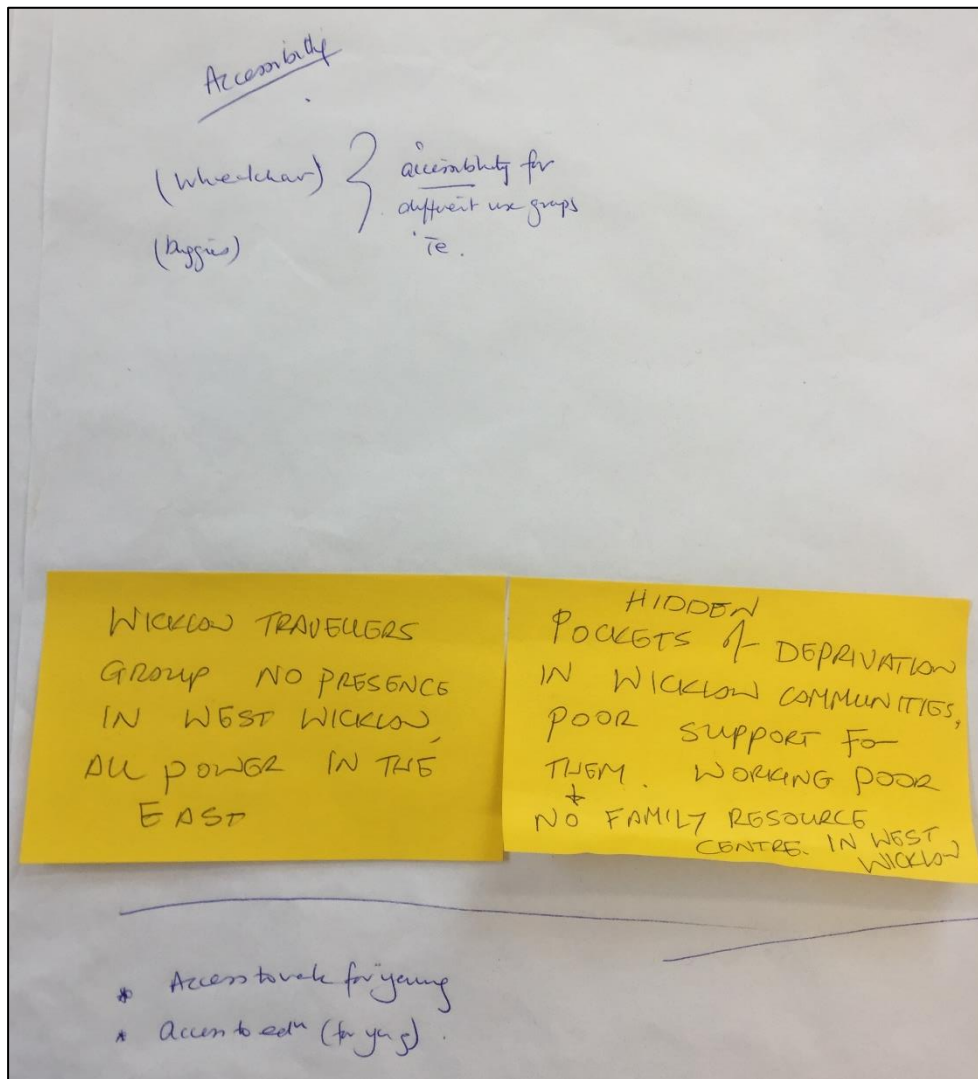
Another example is illustrated (*right*) for post-its contributed under the yellow Economy, Work and Resources heading. Here the aspiration of “high quality broadband” has been ticked 3 times, indicating that 3 further people than the original author of the post-it support this aspiration. It has been brought together with “accessibility to digital for older citizens” and “poor mobile phone coverage in West Wicklow”. This point is not written as an aspiration, but still refers to the problem. When it comes to developing the Draft Vision for Community Wellbeing, the positive resolution of this issue will be understood to be the aspiration behind this post-it, i.e. that there is good mobile phone coverage in W Wicklow.

This grouping of notes was given the sub-heading of “**communications**”. As before, it might have been labelled “*digital connectivity*” or something else, but the sub-heading is serviceable for the purpose of grouping inputs at this stage.



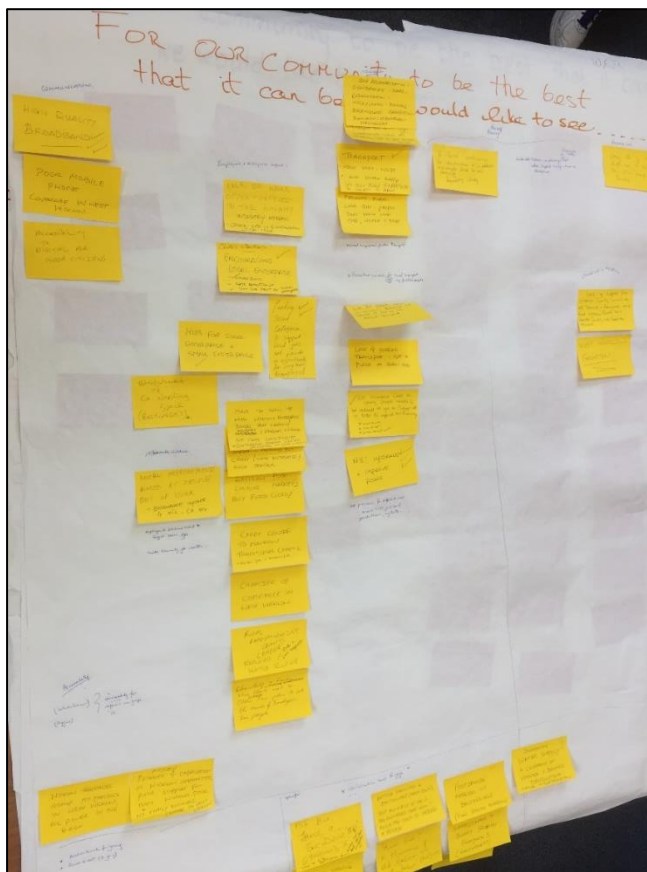
While facilitators should encourage participants to write separate points on different post-its, it is possible that some post-its will contain multiple issues or points. These may not easily be grouped together. When this arises, either additional post-its should be used to copy out separate points so that they can be moved and grouped, or points can be written by hand where most appropriate, which the original post-it stays in the group most suited to the first point. An example of this is shown below where points relating to accessibility were written out near post-its concerned with similar issues.

On this occasion, in relation to the Economy, Work and Resources heading, accessibility was initially seen to be a very broad issue including physical accessibility for wheelchairs and buggies (top points) and accessibility to opportunities such as work and education (bottom points), as well as accessibility to services for certain groups (yellow post-its). However, with important input from those who facilitated the discussions at the workshop, it was possible ultimately to separate out the 2 post-it notes here into another category of “**disadvantage**”. It’s possible to see this in the typed-up text version of the post-its below.



Once the post-its under a given heading have been sorted and grouped (see overleaf), they can then be typed up including the headings and the “other issues” heading with the individual points. A template for presenting these inputs has been included in the Toolkit materials (Template for Workshop Inputs 3b.ii/3d.ii).





Workshop input post-its sorted for the Economy, Work and Resource heading.

Below is the typed version of these inputs (which were for West Wicklow).

## Economy, Work and Resources (*example text*)

### Communications

- High quality broadband
- Poor mobile phone coverage in West Wicklow
- Accessibility to digital for older citizens

### Employment & enterprise support

- Lack of work opportunities in the locality
- Industry needed
- Council site in Blessington lying idle
- CE Schemes, gets work done – people into employment
- Encourage local enterprise (broadband, rate reductions, low cost rent for social enterprise)
- Hub for social enterprise and small enterprise
- Establishment of shared working space e.g. statutory/ community/ business
- Funding social enterprise to support local jobs and provide an opportunity for long term unemployed
- Affordable childcare
- Local improvements aimed at people out of work; encourage uptake of this, CE schemes, etc.
- Employment schemes used to support community groups/ projects
- Enable community job creation
- Access to work/ education for the young
- Enterprise Board: have to sign up with Wicklow Enterprise Board but Carlow, Kildare, Dublin would be more convenient; Enterprise Board has no presence in West Wicklow; Enterprise Board only interested in manufacture/ export, nothing for craft/ home enterprise/ sole trader.
- Develop artisan food/ culture markets. Buy local foods.

*cont. overleaf*

- Craft Centre to maintain traditional crafts, plus tourism and jobs in museums etc.
- Chamber of commerce in West Wicklow
- Rural development grants; Leader, reduced match funding 50%= low support
- Flexibility in funding when clients (funding beneficiaries) need to change their plans to suit the needs of developing their projects.
- With improved economy difficulty filling CE scheme – essential services are under threat
- Need funded services – not reliant on employment schemes
- Mart a big help to the area
- Promote green clean enterprises\*
- Community supported agriculture\*
- Promotion of organically grown local foods\*

### Transport

- Need improved, affordable public transport (for tourism, work, education, independence for older people, etc.)
- High unemployment which will ultimately lead to poor mental health. No job prospects in Dunlavin – no transport out of it.
- Promote rural link bus – people don't know what time or where it stops
- Alternative models for rural transport e.g. especially for older people
- Link for small towns (i.e. Dunlavin, Hollywood and Donard) to link up with national transport
- Lack of public transport – not a place to grow old
- Improve roads, N81 upgrade
- Safe provision for different road users, not just cars, pedestrians and cyclists

### Formal planning

- A town 'examination' re: infrastructure to improve and maybe build for our community. Feasibility study.
- Sustainable resources use and planning, such as for water that allows support for housing and business development.

### Education support

- Need more flexible education so people can work part-time/ study with grant support
- Access to education for the young

### Isolation and exclusion

- Lack of support from Wicklow County Council, etc. All services and resources are in East Wicklow. [West Wicklow] should be a separate county with separate resources?
- West Wicklow forgotten
- Ageing population & isolation in farming – need all rural people to intermingle
- Accessibility for different user groups, i.e. wheelchair users and buggies

### Disadvantage

- Wicklow Travellers Group [has] no presence in West Wicklow. All power [is] in the east.
- Hidden pockets of deprivation in Wicklow communities, poor support for them. Working poor have no family resources centre in West Wicklow.

### Bureaucracy

- Reduced development levies so small producers can sell produce
- Farming – too many restrictions let people use common sense (not farming to calendar)
- Too much regulation in farming – cull deer – antibiotics – TB – got TB under control (cont. overleaf)



- TUS – less restrictions (health & safety) e.g. allow to use ladder and sprayer – let social inclusion participants remain long-term/ decide what’s best for the individual
- Development levies the same in rural area as in Wicklow town
- Bank is cashless – can’t lodge or withdraw – need full service.

**Resource Use**

- Valuing the long-term benefits over the short-term gains e.g. quarries

**Other**

- **An economy that supports access to adequate food, housing and opportunities for all.\***
- **A series of measures to show the absolute priority given to making life attractive enough that ambitious 20-30 year olds will thrive when they stay in this county.\***

*\* indicates inputs received during the online consultation period and incorporated into the document.*

Once completed, the document containing all the workshop inputs should be saved as a PDF. The document also includes a form for written feedback if groups want to respond in hard copy. So once this is available and the online consultation form is ready, this can then be made available to all PPN member groups with a link to the online consultation.

**REMEMBER:** At the end of this document there may be an additional heading, beyond the 6 Community Wellbeing Headings. This is needed where there is clearly not consensus on a particular issue. As the Vision is a consensus-based document, it needs to set aside issues where there is a difference of opinion. However, it is important that the perspectives raised are noted, and it may be appropriate or important to seek to explore and potentially resolve this at some future point. (There will also be a separate document containing detailed specific inputs made, that are not suited for inclusion in the Vision. This will also be made available and circulated to the PPN representatives for information.)

## Incorporating Online and Hard Copy Consultation Inputs

After the online consultation period, the inputs should be incorporated into the document containing the workshop inputs, using a similar process to that above. The inputs are likely to be in a Google Form table or similar and can then be extracted and inserted under the relevant Community Wellbeing heading. Inputs may fit within sub-headings identified in the workshop inputs, clearly point to the need for an additional sub-heading, or be individual points to be put under the “**other**” sub-heading. Inputs received in writing will similarly need to be inserted into the appropriate point in the existing text.

As before, all inputs should be retained as presented, so that member groups can recognise their own contributions. They should be added into the existing workshop inputs document. This is illustrated in the example above with the **text in red**. The text should not be coloured differently in the final document – this is used purely for illustrative purposes here.

A copy of the complete inputs (workshop, online and hard-copy) should be saved for reference and made available to all PPN member groups. It is important that at all times PPN member groups can refer to this document and identify their own inputs, but also to see the material on which the Draft Vision for Community Wellbeing for This and Future Generations is based. Moreover, the PPN may decide to share this information or parts of it with agencies to which it is relevant, such as the Local Authority. It is also an important reference for PPN representatives and those on the Steering Group, with details of member groups concerns and aspirations.

