



consultation matters

the edinburgh  
citizens'  
panel

background  
and  
guidelines

## What is the citizens' panel?

A citizens' panel is a representative pool of people who have agreed to be consulted on a range of different topic areas, using a variety of consultation techniques. The Edinburgh citizens' panel comprises around 2000 people who live in the city of Edinburgh. It aims to broadly represent the population of Edinburgh by ensuring that people of different age groups, sex, employment status, geographical location and housing tenure, for example, are registered.

The purpose of the panel is to enable the Council to seek the views of residents about the services it provides and the services it proposes to introduce, allowing members of the public an opportunity to influence Council decisions. There are a number of advantages of a citizens' panel compared to the conventional method of undertaking separate recruitment exercises for each consultation required.



- It is more cost-effective as the initial recruitment exercise need only be undertaken once.
- It is a ready-made representative pool of people who are willing to be consulted on a range of different issues
- There is likely to be a higher response rate to consultation exercises as panel members have agreed to be consulted.
- The whole consultation process is quicker.

## What information is held about citizens' panel members?

Information about each panel member is recorded on a database based on responses to the following list:

- Name
- Address
- Post code
- Telephone and e-mail addresses

Sex  
Age band  
Ethnic group  
Employment status  
Housing tenure  
Disability/limiting long-term illness  
Have access to a car  
Number of adults and children in house  
Member of a community council/tenants/residents association or  
Parent Teacher Association or School Board  
Are a Council employee

## How can I use the citizens' panel?

If you are intending to carry out any form of public consultation on a particular issue or in a specific geographical area and would like to use the citizens' panel you should contact Mairi Cruickshank, Corporate Research and Information Unit, Strategic Support Services, Corporate Services, 12 St Giles Street, telephone 0131 469 3863, e-mail [mairi.cruickshank@edinburgh.gov.uk](mailto:mairi.cruickshank@edinburgh.gov.uk). She will be able to provide you with the appropriate forms for accessing members of the citizens' panel.

To ensure our records are kept up to date, the use of the panel is conditional upon agreement to provide details of both the panel members who were contacted and of those who actually participated in the consultation exercise.

If you require any further information relating to the panel please contact **Sian Millard, Corporate Research and Information Unit, telephone 0131 469 3605, e-mail: [sian.millard@edinburgh.gov.uk](mailto:sian.millard@edinburgh.gov.uk).**

Please refer to the Council's guide to consultation 'Consultation Matters' prior to using the panel.



