CASE STUDY FAQs
COVID-19: GOOD COUNCIL PRACTICE WEBPAGE

On behalf of the sector, thank you for offering to contribute to the LGA’s COVID-19: good council practice webpage. A key part of sector led improvement is the ability of councils to learn from each other and your case study will form an important part of the expanding collections of good practice in relation to COVID19.

Below are some common questions and answers to help with your approach.

1. **What is the purpose of the good council practice webpage?**

The main purpose of this webpage is to provide councils with constructive examples that they can draw upon or use to inform their own responses to COVID-19 and its consequences.

2. **What types of examples are required??**

The good practice webpage offers a large range of case studies from the first months of the outbreak. As we enter the next phase of managing the COVID-19 and its implications, the LGA is seeking examples of:

- recovery/renewal focused good practice
- other unique good practice, which are directly applicable to the present context

This focus will help to ensure that this webpage remains a valuable resource as councils move toward recovery and renewal.

Additionally, we hope that case studies will be read by a broad audience, so please aim to use accessible language, which is clear, concise and without technical jargon.

3. **How long should case studies be?**

Examples should be no more than 500 words.

4. **Is there a case study template?**

There is no formal template, however it will be helpful (as much as possible) to cover each of the below points with each case study:

- Who is involved? (council/s and partners)
- What is involved? (what is the project/how does it work?)
- What is the impact? Or where this information is not available, what is the intended impact?
- Any advice or learning takeaways
- Any relevant links, documents, slides etc.

5. **Can I use quotes?**

For reasons of space please avoid using quotes in your case study.

6. **Further questions?**

Please contact Mia Shelton, Improvement Strategy Advisor (leading on collection of good council practice) with any additional questions at mia.shelton@local.gov.uk; or ph. 07342 093805.