

## **'Title of Consultation'**

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## Foreword

## Executive Summary

## How to Respond

The consultation period began on (date) and will run until (date), please ensure that your response reaches us by that date. If you would like further copies of this consultation document it can be found at (web address) or you can contact (name). Please send consultation responses to

Name  
Address  
Phone number  
Fax number  
Email address

When responding please state whether you are responding as an individual or representing the views of an organisation. If responding on behalf of a larger organisation please make it clear who the organisation represents, and where applicable, how the views of members were assembled.

There will be alternative consultation events on (dates). If you would be interested in attending these events, please contact xx.

'A list of those consulted is attached at xx. If you have any suggestions of others who may wish to be involved in this process please contact us.

The information you send us may need to be passed to colleagues within insert your department [and/or] published in a [summary of responses] received in response to this consultation (*along with a response from the Government*) **We will assume that you are content for us to do this, and that if you are replying by e-mail, your consent overrides any confidentiality disclaimer that is generated by your organisation's IT system, unless you specifically include a request to the contrary in the main text of your submission to us.**

**Please ensure that if you want your name or response to be kept confidential, you state this clearly in your response.** (*Confidential responses will be included in any statistical summary of numbers of comments received and views expressed.*)

## Consultation Questions

Further guidance on how to write consultation questions can be found [here](#) (link to questions in written consultation documents section)

## **The proposals**

### **What will happen next**

A summary of responses, including the next steps will be published by (date) on (web address), paper copies will be available on request.

### **Question and Answer Brief**

Below is a list of frequently asked questions about these proposals. If you still have questions after you have read this section please contact;

Name  
Address  
Phone Number  
Fax  
E-mail address

Further background information can be found at (web address)

### **RIA**

The Regulatory Impact Assessment can be found at annexe x. When responding to the consultation please comment on the analysis of costs and benefits, giving supporting evidence wherever possible.

Please also suggest any alternative methods for reaching the objective and highlight any possible unintended consequences of the policy, and practical enforcement or implementation issues.

### **The Consultation criteria**

The consultation is being conducted in line with the Code or Practice on Consultation. The criteria are listed below, a full version of the criteria can be found at <http://www.cabinet-office.gov.uk/regulation/Consultation/Code.htm>

If you feel that this consultation does not fulfil these criteria please contact

Name  
Address  
Phone number  
Fax number  
Email address

You should offer readers the opportunity to suggest others who may wish to be involved.

## **The Six Consultation Criteria**

- 1. Consult widely throughout the process, allowing a minimum of 12 weeks for written consultation at least once during the development of the policy.**
- 2. Be clear about who may be affected, what questions are being asked, and the timescale for responses.**
- 3. Ensure that your consultation is clear, concise and widely accessible.**
- 4. Give feedback regarding the responses received and how the consultation process influenced the policy.**
- 5. Monitor your department's effectiveness at consultation, including through the use of a designated consultation co-ordinator.**
- 6. Ensure your consultation follows better regulation best practice, including carrying out a Regulatory Impact Assessment if appropriate.**

**List of those consulted**