

	<i>Meeting (No)</i>	<b>Policy Committee (10)</b>
	<i>Date</i>	<b>27 February 2018</b>
	<i>Document</i>	<b>CONSULTATION RESPONSES</b>
	<i>Ref No</i>	<b>PO10/130</b>

## **Background**

Neston Town Council is invited to comment on a wide range of consultations. Producing meaningful responses within the current committee structure is problematic and the procedure needs to be updated.

## **Suggested Procedure**

Notification of consultations to be circulated by email to all councillors upon receipt. Notification to include a brief synopsis, link to further details, response deadline and a named Town Council officer.

If a councillor wishes the Town Council to submit a response to a particular consultation, they should contact the named officer by the response deadline (seven days from the date of notification). The councillor will then meet with the officer and formulate a draft response for submission to a committee or to Council as appropriate.

If a request is made for Council or a committee to consider a draft response and the consultation closing date does not fall within the timetable of scheduled meetings, a request will be made to the appropriate chair to call an extraordinary meeting.

If no responses are received from councillors by the response deadline given in the notification email then the Town Council will not submit a response to the consultation.

## **Action to be taken**

The Policy Committee is asked to consider the procedure as detailed above and recommend the procedure to Council on 20 March.

Audrey Duncan  
Governance and Operations Manager