

## The six consultation criteria

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



Code of Practice in Consultation. British Government. 2008.

These criteria must be reproduced within all consultation documents.

Written consultation is not the only or even always the most effective means of consultation.

Other forms of consultation may help in this process. These might include:

- stakeholder meetings;
- public meetings;
- web forums;
- public surveys;
- focus groups;
- regional events; and
- targeted leaflet campaigns.

More generally, seek to ensure that the Principles of Good Regulation are included in consultations whenever policy is being developed. These are:

- proportionality;
- accountability;
- consistency;
- transparency; and
- targeting.

Other specific consultation with the private sector for PPP projects is discussed in Module 5 under implementation of PPP projects.