
ARGYLL AND BUTE COUNCIL

**Mid Argyll, Kintyre and the Islands
Area Committee**

Customer Services

8 April 2015

Corporate Consultations

1.0 EXECUTIVE SUMMARY

This report provides information to the Area Committee on the process that is in place to identify and provide responses to consultations by the Council.

There are regular reports to SMT on consultations and decisions are taken on whether and how to respond.

The recommendation is for the Committee to note the report.

Corporate Consultations

2.0 INTRODUCTION

2.1 This report provides the Area Committee with information on Corporate Consultations and how the Council responds to them.

3.0 RECOMMENDATIONS

3.1 That the Area Committee note the process that is in place to consider and respond to consultations by the Council.

4.0 DETAIL

4.1 The Council has a process in place that identifies corporate consultations and puts in place a mechanism to respond to them on behalf of the Council. This process is led by the Improvement and HR Service.

4.2 The process involves an officer from IHR preparing reports that go to SMT every two weeks. These reports give information about consultations that are going on and that the council might wish to respond to. SMT then decides:

- What action should be taken
- What form that action should take (officer response directly to consultor; report to SMT; report to council; no action to be taken)
- Who the lead officer should be.

The template that is completed is attached for information.

4.3 The report for SMT is generated as follows:

- The officer checks the Scottish Government website for current consultations.
- The officer records any other consultations that the team have heard about through other channels (principally direct mailings to the Chief Executive, but also via other officers)
- Information is added about EU consultations of interest to the council (information provided by the European Team)

- 4.5 For each of the consultations identified, information is added to the consultation tracker database. The database includes information about: title of consultation; start date; end date; url linking to consultation documents, if there is one; abstract.
- 4.6 When the SMT minutes are published, the officer gets the information sent back and adds the information into the database. At the same time, the minute extract is also sent to the officers identified as leading on the consultation response(s).
- 4.7 Any consultations that require members input are then progressed by the lead officer through the appropriate committee process.
- 4.8 Not all consultations are Argyll and Bute wide and not all are contained on the Scottish Government website, but this process facilitates a Council wide approach to those consultations that are corporate and impact across the entire area..

5.0 CONCLUSION

- 5.1 The Council has a system, via SMT, for considering and agreeing a process for response to consultations from the Council.

6.0 IMPLICATIONS

- 6.1 Policy None
- 6.2 Financial None
- 6.3 Legal None
- 6.4 HR None
- 6.5 Equalities None
- 6.6 Risk None
- 6.7 Customer Service None

Executive Director of Customer Services

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APPENDICES

Appendix 1 – Template for consultation responses.