

**Consultation Plan**

The following is for approval by Cabinet Planning at FHDC on the 18 March and Cabinet Planning at SEBC on the 25 March.

Consultation Start:	Monday 31 March
Consultation Ends	Friday 2 May
Methods of Advertising	<ol style="list-style-type: none"> <li>1) E-mail by Head of Resources and Performance to identified organisations.</li> <li>2) E-mail by Procurement Manager to neighbouring authorities.</li> <li>3) Notification by officers attending the "Meet the Buyer" event at Newmarket.</li> <li>4) General awareness by Economic Development officers and others with contacts to local suppliers.</li> </ol>
Consultees	<ol style="list-style-type: none"> <li>1) Suffolk Chambers of Commerce</li> <li>2) Newmarket Chambers of Commerce</li> <li>3) Bury Chambers of Commerce</li> <li>4) Haverhill Chambers of Commerce</li> <li>5) Cambridgeshire Chambers of Commerce</li> <li>6) New Anglia LEP</li> <li>7) Greater Cambridge/Greater Peterborough Enterprise Partnership.</li> <li>8) MENTA</li> <li>9) Federation of Small Businesses (FSB) – email to Dave Baker at the FSB directly please, email is <a href="mailto:dbaker@chartingsuccess.co.uk">dbaker@chartingsuccess.co.uk</a></li> <li>10) Newmarket Retailers Association</li> <li>11) One BSE</li> <li>12) Start-Up Suffolk</li> <li>13) West Suffolk College</li> <li>14) SCC</li> <li>15) IBC</li> <li>16) MSDC/BDC</li> <li>17) SCDC/WDC</li> <li>18) ECDC (East Cambridgeshire District Council)</li> <li>19) BDC (Breckland Council)</li> <li>17) Community Action Suffolk/ VCS</li> <li>18) All Participants in West Suffolk Business Forum</li> </ol>
Content of E-mail	The e-mails will identify and provide a link to the appropriate page of both the FHDC and the SEBC websites where the strategy will be available to be downloaded.

Web site page	This will outline the key messages from the strategy; provide the link where the strategy can be downloaded and invite those wishing to reply to do so by e-mailing comments to the <a href="mailto:procurement@westsuffolk.gov.uk">procurement@westsuffolk.gov.uk</a>
Reporting back to Cabinet Planning	It is proposed that the results from the consultation will be reported back to: <ul style="list-style-type: none"> <li>1) Cabinet planning at SEBC on the 6 May</li> <li>2) Cabinet planning at FHDC on the 13 May</li> <li>3)</li> </ul>
Reporting to PASC	<ul style="list-style-type: none"> <li>1) Performance and Audit Scrutiny Committee at SEBC on the 21 May.</li> <li>2) Performance and Audit Scrutiny Committee at FHDC on the 29 May.</li> </ul>
Approval of Strategy at Cabinet	The Strategy can be approved at Cabinet level and will be brought to the following meetings: <ul style="list-style-type: none"> <li>1) 24 June for SEBC</li> <li>2) 15 July for FHDC</li> </ul>