

## **PROTOCOL FOR DELEGATION OF RESPONSES TO CONSULTATION PAPERS**

### **1. Background**

The following is a protocol for use by Committees or Working Parties wishing to delegate authority for the response to a consultation paper, either to an officer, a Member or both. Responsibility will lie with the Chairman of the Committee or Working Party, together with the lead officer for the consultation under consideration, for ensuring that the protocol is followed.

### **2. Protocol for Delegation to Respond to Consultation**

- 2.1 All consultation responses issued in the name of the Borough Council must be in accordance with adopted Council policy, as well as any existing national or regional policy.
- 2.2 If there are views around the table which are contrary to such policies, Members should make individual, personal responses to the consultation.
- 2.3 If time permits, officers shall bring the draft response back to the next meeting of the committee/Working Party for approval before dispatch. If time does not permit, the Chairman will ensure that the delegation to respond is agreed by a clear resolution and subsequent vote, ie by a show of hands.
- 2.4 The Chairman shall ensure that s/he is confident that all Members of the committee/Working Party know what they are voting on, ie it is clear what the consultation response will include.
- 2.5 If the issue under consideration is particularly complicated, the committee/Working Party may feel that it will be necessary to include more of its number in the Members and officers delegated to approve the final response.
- 2.6 If there is an opposing view to that agreed by voting, the Chairman shall remind the committee or Working Party that there is a provision in the Constitution for a minority view to be expressed to the decision-making body.
- 2.7 Finally, if there is a wide divergence of views, the Chairman may wish to consider whether delegation is appropriate, and may wish to arrange an urgent meeting of the whole committee or panel to approve a response.