



# ANNEX A

Code of Practice on Written Consultation

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The Government has adopted a Code of Practice on consultations. The Code applies to all UK public consultations by government departments and agencies, including consultations on EU directives.

This consultation has been carried out in accordance with the Government's Code of Practice on Written Consultation. The Code sets out the following criteria:

1. Consult widely throughout the process, allowing a minimum of 12 weeks for written consultation at least once during the development of the policy.
2. Be clear about what your proposals are, who may be affected, what questions are being asked and the timescale for responses.
3. Ensure that your consultation is clear, concise and widely accessible.
4. Give feedback regarding the responses received and how the consultation process influenced the policy.
5. Monitor your Department's effectiveness at consultation, including through the use of a designated consultation co-ordinator.
6. Ensure your consultation follows better regulation best practice, including carrying out an Impact Assessment if possible.

A full version of the Code of Practice is available on the Cabinet Office website at: [www.cabinet-office.gov.uk/regulation/consultation/code.asp](http://www.cabinet-office.gov.uk/regulation/consultation/code.asp)

If you consider that this consultation does not comply with the criteria or have comments about the **consultation process** please contact:

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