

## WINGHAM PARISH COUNCIL

### **PROCEDURE FOR RESPONDING TO CONSULTATIONS**

Agreed at a meeting of the Parish Council on 13 January 2014

and reviewed at a meeting of council on 12 September 2016

*At the Parish Council meeting on 8 December 2013, it was resolved that all consultations be allocated by the clerk to individual councillors on rotation to read, research and report back on to full council in order to ensure a thorough response where needed.*

All consultation documents received by the clerk will be sent to all Councillors and placed as an agenda item on the next appropriate meeting of the Council in order that a response can be formulated and approved.

Unless otherwise agreed, all consultations will be allocated by the clerk to an individual Councillor to lead the investigation on the full council's behalf. The lead Councillor will be chosen on rotation (following surnames alphabetically), currently as follows:-

1. Sharon Addis
2. Chris Baker
3. Enid Brice
4. Bob Catt
5. Bryan Curtis
6. Russell Graydon
7. Peter Prebble
8. Tash Redfearn
9. Pat Young

When allotting the consultation, the clerk will state when and how the lead Councillor's recommendations should be made and the final response date.

It will be the lead Councillor's responsibility to acknowledge they will lead, and consider if further consultation with other councillors, councils or agencies is required in order to inform any response. However, should any parish councillor have an interest in the subject or relevant information on it, this should be shared with the lead Councillor for that consultation. The lead Councillor will then either formulate a draft response for approval or make recommendations to fellow parish councillors either at the next Parish Council meeting or via email, dependent on the response date.

The full Parish Council will decide if and how a formal response is made. This response will be sent to the appropriate authority by the clerk.

The clerk will keep a log of all consultations received, which councillor is allocated as the lead to investigate, and how it was responded to by full council if indeed a response is made. When it is a public consultation, this information will also be logged on the council website.