


Agenda for Initial Meeting with Policy Team

Agenda items	Tick or add comments when discussed
Give advice on 12 week consultation period and Cabinet office guidelines, discuss Best Practice document and Contract of responsibilities and refer them to the Consultation Unit (CU) website	
Advise that a regulatory impact assessment (RIA) may have to be done for all departmental consultations. Initially, PTs must contact [REDACTED] (ext [REDACTED]) in the department's better regulation unit (BRU) who will advise about the need for an impact assessment and provide initial guidance.	
Agree consultation close date and date of final report	
Ensure that PT sets up a mail box with ISD for responses and make sure they give access to consultation team (provide names)	
Supply communications unit telephone number ([REDACTED]) so their consultation is advertised and sent to the correct people	
Inform them of the costs associated with Prolog for printing hard copies should they decide to use them – supply phone contact if necessary 0845 60 222 60	
Discuss the possibility of respondents asking for the document in other	

formats and languages such as Braille/Welsh. Make them aware of the 'scoring system' for a Welsh version of the document. Refer them to our publications unit for guidance on dealing with these requests	
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<p>Explain that a member(s) of the policy team (PT) will need e-consultation training. Take nominated name(s) before the end of the meeting</p>	
<p>Explain that when the PT are happy that their document and questions have been input correctly onto e-consultation, they can mark each section as ready. We will check grammar and spelling errors and any other obvious mistakes and will make them aware of any amendments we feel need to be made. When these have been amended, the CU will do the final ready mark and publish it. Stress that we will not be checking for errors in the policy content</p>	
<p>Discuss what the final report will contain (pick n mix) and send them examples of other reports if necessary</p>	
<p>Discuss telephone briefings for PCU and a Q&A brief (this is to allow our telephone operators to provide info by inputting something on desk top – contact )</p>	
<p>Let the PT know you will have regular meetings (KIT) to update them on the progress of the consultation and ask them what format they would prefer i.e. video link, email phone call</p>	
<p>After the initial meeting we will write/email to confirm and record what was agreed at the meeting</p>	
<p>Ask if PT will be conducting any workshops or events and discuss the possibility of CU attending them and collating the responses</p>	

Establish whether the consultation will be aimed at young children, if so, this will alter the design of the questionnaire for confidentiality	
Establish what the respondent 'types' might be and recommend that no more than 10 are used	
Explain that if overtime is needed funding must come from their running cost budget	
Discuss the possibility of doing an interim report. Agree deadline for this	
Provide team with an example acknowledgement letter and ask them if there is any additional info or changes they would like to amend on it	
Tell PT about the possibility of receiving campaigns and explain the process of logging them and analysing them separately	
Explain to PT what we do - i.e. monitor the mail box, devise key sheet, ask how late responses will be treated (extend the deadline to incorporate them etc)	

Explain that after the consultation is closed, all paper responses are boxed and sent back to the PT for them to store for 18 months after the publishing of results	
Let the PT know that we will send them a client satisfaction survey at the end of the consultation so we can evaluate our service	
Explain that the results must be published 3 months after we provide them with the final report. We will publish it on our website when they copy us into the final result summary/report	