

DCSF OFFICIAL

From: [REDACTED]
Sent: 18 January 2010 12:57
To: [REDACTED]
Subject: FW: Appleby 0104680
Attachments: Government Code of Practice.doc; Consultation Toolkit.doc; FINAL CONTRACT OF RESPONSIBILITIES (full service).doc

From: [REDACTED]
Sent: 03 June 2009 14:17
To: [REDACTED]
Cc: [REDACTED]
Subject:

Hi [REDACTED] it was nice to speak to you today and put a name to a face. As agreed I have attached the toolkit and code of practice, contract of responsibilities etc which may be of help to you, these may have already been sent to [REDACTED]. Don't panic because I've put your name by everything meant for the policy team!

The list below is what we discussed at our meeting. If you want to talk further on any of these issues please ring or email me.

There is now a possibility that the consultation will launch on 8 June. To meet the Government code of practice on consultations it must run for 12 weeks. We discussed that this consultation will be big, and there will be campaigns from home educators/groups .

- [REDACTED] will arrange for an electronic mailbox to be set up for email responses by sending an email to ISD CC'd to [REDACTED] for authorisation. Full access should be given to [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED] and anyone else who needs access from the policy team. CU will manage this mail box.
- [REDACTED] will contact the Stakeholder and Employer Comms Team ([REDACTED]) to discuss ways of publicising the consultation to those stakeholders who are likely to have an interest and to publicise the document for those who have no access to the internet.
- [REDACTED] will input the documents to the e-consultation system because of the timescale involved. [REDACTED] will send all draft docs and questions. We discussed having no more than 20 questions. There will be no document which can be requested from Prolog or a YP version. We discussed the need for Braille, large print versions if necessary.
- [REDACTED] will check with [REDACTED] on the impact assessment and check with [REDACTED] for advice if it is needed.
- [REDACTED] will pull together a list of respondent types (ideally a maximum of 10 including 'other') i.e. YP, parent, Home educating organisation.
- [REDACTED] will prepare a briefing/Q & A for national helpline operators in time for the launch of the consultation.

- [REDACTED] will advise on response rates, campaigns, responses from key players, requests for late responses etc. [REDACTED] will send me a list of key players/stakeholders.
- [REDACTED] will check on provision of funds from their running costs budget should there be a need for the Consultation Unit to work overtime at the close of the consultation, or if an extension can be arranged in completing the final report.
- The consultation is for England only and does not include Wales.
- Con Unit will provide a report on the results of the consultation within 2-3 weeks of accepting the last consultation response
- [REDACTED] will provide a brief interim summary after 6 weeks.

We briefly discussed the points below what happened after the close of the consultation but agreed to discuss this more after we had successfully launched the consultation.

[REDACTED] will provide Con unit with a results/next steps document for publication within three months of the closing date of the consultation and will retain the hard copy responses for a minimum of 18 months after publishing the results of the consultation.

I hope this reflects everything, we seem to have discussed lots during that half an hour!

Cheers

[REDACTED]

Consultation Unit
Communications Directorate
Ground B
CastleView House

[REDACTED]