

PROTOCOL ON RESPONDING TO CONSULTATION DOCUMENTS

1. Paragraphs 1-4 of this protocol only apply to consultations where the views of local authorities generally are sought rather than the specific views of Crawley Borough Council. Requests for information and informal opinions of the type frequently sought by organisations such as the Local Government Association are outside the scope of this protocol and will be dealt with administratively.
2. Heads of Service are authorised generally to respond on behalf of the Council to documents which seek the views of local authorities generally. The Chief Executive shall be responsible for putting in place arrangements for ensuring that any response on behalf of the Council reflects the corporate views of the Council.
3. If a Head of Service considers that a formal response should be sent on behalf of the Council, before any response is sent the appropriate Cabinet Member with the relevant portfolio or appropriate Committee chair shall be consulted as to whether or not the documents raise sensitive issues which should be considered by the Cabinet or other appropriate Committee. If a decision is made to refer the matter to the Cabinet/appropriate Committee the consultation paper shall be the subject of a report in the normal way.
4. All responses to a consultation document which are not the subject of a report to the Cabinet/appropriate Committee shall be included within the weekly Councillors' Information Bulletin and the fact that a response has been sent shall be referred to in the report which the Committee Chair/Cabinet Member with that portfolio makes to the Council.
5. Additionally, there is specific authority given to the Head of Economy and Planning who may formulate responses to plans and proposals of other Authorities and Agencies where the Council's views as local planning authority are sought and when the response is in accordance with established Council policy. A copy of the response shall also be included in the weekly Councillors' Information Bulletin.
6. Specific authority is given to the Head of Economy and Planning in consultation with the appropriate Cabinet Member and the appropriate Ward Members, to respond on behalf of the Council to consultations from West Sussex County Council on proposed traffic regulation orders. A copy of the response shall once again be included in the Councillors' Information Bulletin.