

The Scottish Government Consultation Process

Consultation is an essential and important aspect of Scottish Government working methods. Given the wide-ranging areas of work of the Scottish Government, there are many varied types of consultation. However, in general, Scottish Government consultation exercises aim to provide opportunities for all those who wish to express their opinions on a proposed area of work to do so in ways which will inform and enhance that work.

The Scottish Government encourages consultation that is thorough, effective and appropriate to the issue under consideration and the nature of the target audience. Consultation exercises take account of a wide range of factors, and no two exercises are likely to be the same.

Typically Scottish Government consultations involve a written paper inviting answers to specific questions or more general views about the material presented. Written papers are distributed to organisations and individuals with an interest in the issue, and they are also placed on the Scottish Government web site enabling a wider audience to access the paper and submit their responses (in this instance the document is available through the SPPA website). Consultation exercises may also involve seeking views in a number of different ways, such as through public meetings, focus groups or questionnaire exercises. Copies of all the written responses received to a consultation exercise (except those where the individual or organisation requested confidentiality) are placed in the Scottish Government library at Saughton House, Edinburgh (Y Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD, telephone 0131 244 4565).

All consultation papers and related publications (eg, analysis of response reports) can be accessed on the Scottish Public Pensions Agency website.

The views and suggestions detailed in consultation responses are analysed and used as part of the decision making process, along with a range of other available information and evidence. Depending on the nature of the consultation exercise the responses received may:

- indicate the need for policy development or review
- inform the development of a particular policy
- help decisions to be made between alternative policy proposals
- be used to finalise legislation before it is implemented

Final decisions on the issues under consideration will also take account of a range of other factors, including other available information and research evidence.

While details of particular circumstances described in a response to a consultation exercise may usefully inform the policy process, consultation exercises cannot address individual concerns and comments, which should be directed to the relevant public body.

RESPONDENT INFORMATION FORM: DRAFT REGULATIONS FOR THE LOCAL GOVERNMENT PENSIONS (INCREASED PENSION ENTITLEMENT) (SCOTLAND) REGULATIONS 2009

Please complete the details below and return it with your response. This will help ensure we handle your response appropriately. Thank you for your help.

NAME:	POSTAL ADDRESS
ORGANISATION NAME: (if appropriate)	

1. Are you responding: (please insert a 'x' in one box)

(a) as an individual		go to Q2a/b and then Q4
(b) on behalf of a group / organisation		go to Q3 and then Q4

INDIVIDUALS

2a. Do you agree to your response being made available to the public (in the Scottish Government library)

Yes (go to 2b below)		
No, not at all		We will treat your response as confidential

2b. Where confidentiality is not requested, we will make your response available to the public on the following basis.

Yes, make my response, name and address all available	
Yes, make my response available, but not my name or address	
Yes, make my response and name available, but not my address	

ON BEHALF OF GROUPS OR ORGANISATIONS

3. The name and address of your organisation will be made available to the public (in the Scottish Government library). Are you also content for your response to be made available?

Yes		No		We will treat your response as confidential
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SHARING RESPONSES / FUTURE ENGAGEMENT

4. We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for the Scottish Government to contact you again in the future in relation to this consultation response?

Yes		No	
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