

College process for managing consultations



Introduction

- The College has a dedicated consultations email inbox (consultations@rcpsych.ac.uk) and maintains a log of all consultations potentially relevant to the College. The log includes details of:
 - Whether a response is deemed necessary or not; and
 - Who is leading/coordinating the response and the timelines.
- The inbox and consultation log are maintained by the Executive Assistant (EA) to the Director of Strategic Communications, who is responsible for monitoring it, keeping it up to date and circulating a weekly summary of live consultations.
- The decision to respond to a consultation should be based on its relevance to the College's/faculties' priorities and the capacity to develop an appropriate response. The staff or member lead will be responsible for ensuring the consultation deadline is met.
- When a consultation is identified as being relevant to the College, consideration should be given to the type of response needed and who needs to be involved (including relevant faculties, committees, special interest groups, College leads, etc.). The EA to the Director for Strategic Communications will be able to advise if the consultation has been already picked up elsewhere in the College.

Consultations coordinated by the central College

- The central College is responsible for responding to consultations affecting England, and for coordinating responses to UK-wide consultations with input/approval from the Devolved Nations. The College Registrar will provide final sign-off for responses coordinated by the central College with the exception of those that focus on education and training. These will be signed off by the College Dean.

- In the unlikely event that only one country has an interest in responding to a UK-wide consultation, the process for responding should be agreed with the Registrar.

Consultations that are relevant only to the Devolved Nations

- Responsibility for consultations which apply only to the Devolved Nations – in terms of identifying relevance, processing, drafting, approving, signing off and submission – is entirely with the relevant Devolved Nation Office staff and Office bearers. Once a Devolved Nation Office has decided that they will be responding to a consultation, they will send a notification to the dedicated consultations email inbox for inclusion in the College log.

Reflecting College policy in consultation responses

- The development of a consultation response should take account of the College's existing policy. The Policy and Standards Manager can advise on this as required. When it is proposed that a response takes a position contrary to existing policy, or in an area about which the College has not previously expressed a view but which has relevance to other parts of the UK, this should be discussed with the Registrar or Dean via the Policy and Standards Manager.