



## **Government of South Georgia & the South Sandwich Islands**

### **POLICY – CONSULTATION**

#### **Summary**

This document sets out principles that guide consultation conducted by GSGSSI. It explains on what we consult, why we consult and with whom we will consult. We commit to ensure, as far as possible, that we will undertake public consultation on any major new policies and legislation, engage stakeholders on matters that affect them and consider their views and comments in the delivery of Government business.

#### **Reason for the Policy**

Consultation helps to explain GSGSSI intentions on issues, informs, and engages stakeholders and allows them to improve Government decision-making and delivery.

#### **Who is affected by this Policy**

All those that interact with, are regulated by, or have an interest in South Georgia and the South Sandwich Islands

#### **Policy**

GSGSSI is committed to collaborating with its partners and stakeholders in developing and delivering its policy and legislation. The scale and extent of consultation will be appropriate to the activity. Sometimes it may not be necessary to formally consult, for example where minor changes to an existing policy are proposed, but those affected by our decisions should be aware of our intentions. Nothing should come as a surprise.

Notification of a formal consultation process will be placed on the Government's website, supported by social media announcements where appropriate. The Government will maintain a list of stakeholders, who will be notified by e-mail of any consultation relevant to their interests.

Responses to consultations will be considered in the development of the policy and/or legislation under consideration. However, the extent to which a view is reflected in the outcome taken forward is a decision for Government.

In conducting consultations, we will: -

#### *Consult at the right time*

Consultation will be conducted at the appropriate time in the policy development process. Sometimes it will be necessary to engage at the very start of a process to

generate ideas and feedback for developing a policy; at other times it might be possible to consult on a fully scoped draft policy. Occasionally more than one consultation in a policy development/delivery process may be appropriate.

*Be clear and concise*

We will use plain English and avoid acronyms. Set out clearly what questions we are asking and limit the number of questions to those that are necessary. Make them easy to understand and easy to answer. Avoid lengthy documents when possible.

*Ensure consultations have a purpose*

We will not consult for the sake of it. As far as possible we will consult about policies, legislation, and any implementation plan when the development is at a formative stage. Give enough information to ensure that those consulted understand the issues and can give informed responses. We will consider each consultation response received.

*Consult for a proportionate amount of time*

The length of the consultation will consider the nature and impact of the proposal. In general, we will aim to conduct a full public consultation on new legislation and policy initiatives for a period of 6 weeks. The consultation process should include, where necessary, meetings with consultees to discuss the proposals.

*Be open*

We will make it clear that responses to any consultation, including information on the consultee will be available to the public, unless a specific request has been made otherwise, or there are other exceptional circumstances. We will aim to produce a report on the consultation outcome within 12 weeks of the consultation ending.

## **Review and Revocation**

This Policy will be kept under review will be formally reviewed within 5 years of coming into force. Policy No 11 of the 1 December 2016 is revoked.

## **Responsible Officer**

Director of Strategy and Policy