



LEIGHTON-LINSLADE TOWN COUNCIL

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CONSULTATION PROCEDURE

JULY 2022

1 Procedure for Consultations

- 1.1 This procedure applies to consultations:
 - (i) When the Town Council has been directly contacted for a formal response, e.g. by the principal authority or a neighbouring authority.
 - (ii) When a response has been recommended by a relevant sector body e.g. National Association of Local Councils, National Association of British Market Authorities.
 - (iii) When the subject matter is of direct relevance to the Parish of Leighton-Linslade.
- 1.2 Consultations should, in the first instance, be presented to the appropriate Committee or Sub-Committee, where it is possible to respond and meet the consultation deadline.
- 1.3 Should it not be possible to present the consultation to the appropriate Committee as the deadline would have expired, the Town Clerk will determine whether the matter is urgent or important enough to warrant convening an extraordinary meeting.
- 1.4 If deemed appropriate, approval from the relevant Chairman will be sought to convene an extraordinary meeting.
- 1.5 If the consultation subject does not warrant an extraordinary meeting but it is considered that the Town Council should submit a formal response, the Town Clerk will circulate a proposed response by email for councillor approval (in accordance with the delegated decisions procedure per Standing Order 15 (c) (vii)).
- 1.6 If the consultation subject is considered not to warrant a formal Town Council response but may be of interest to councillors, it will be appended to the next weekly councillor e-newsletter for information.