

Surrey Compact Implementation Group (SCIG) Code Working Party Consultation Procedure

Constitution of the Working Party

- The Surrey Compact signatories will be notified that SCIG is constituting a working party
- The working party will consist of volunteers from the Surrey Compact signatories including a cross section of the VCFS, specially those which have specialist knowledge of the topic under consideration
- A completion time will be set

Procedure

- The working party will shape and all agree prior to distribution of a draft consultation document
- The document will go out to all signatories for consultation for no less than twelve weeks
- The responses will be received and shared with SCIG
- The working party will meet and review document in light of responses and agree new version
- The final document will be drafted and signed off by SCIG
- Code launched

Code Review

- Codes will be reviewed in the light of changed guidance and legislation every two years
- Prior to the review a survey will be made of signatories to establish how well the code is working and what changes they would like to see.

BASM 22.10.09