



Consultation Arrangements

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Responding to this consultation

1. Publication of this document signals the start of a formal public consultation period in line with the best practice guidance in the Cabinet Office's Code of Practice on Consultation (see page 71 for further details on the Code of Practice).
The formal consultation period will last for 14 weeks from Monday 03 December 2007, responses must be received by close of business on Monday 10 March 2008.

Who is encouraged to respond to this consultation?

2. We welcome responses from anyone with personal experience of, or an interest in, employment services for disabled people, particularly:
 - disabled people, their colleagues, friends, families and carers;
 - disabled people looking to make the transition from education to employment;
 - disabled employees who have received or are receiving employment support, or who may need employment support in the future;
 - employers and their representative organisations;
 - trade unions;
 - organisations delivering existing employment services and those who may be interested in providing such services in the future;
 - organisations run by or for disabled people; and
 - any other people or organisations with an interest in our employment services for disabled people.

What questions should you answer?

3. Annex A contains all of the questions that you may wish to answer about this consultation. You can answer some or all of the questions about any of the sections. If you have any further points to make that are not covered in your answers, please include these at the end of your response.

Where to send your response

4. Your response must be submitted by close of business on Monday 10 March 2008 and may be sent to us by:

Post (letter or audio)	Disability Employment Consultation Disability & Work Division Department for Work and Pensions Level W10D Moorfoot Sheffield S1 4PQ
Email:	sheffieldmoorfoot.desconsultation@dwp.gsi.gov.uk
Fax:	0114 267 7215

Freedom of Information Act

5. In line with the Freedom of Information Act 2000, all information contained in your response, including personal information may be subject to publication or disclosure. By providing personal information for the purpose of the public consultation exercise, it is understood that you consent to its disclosure and publication. If this is not the case, you should limit any personal information that is provided, or remove it completely.
6. If you want the information in your response to the consultation to be kept confidential, you should explain why as part of your response, although we cannot guarantee to do this. We also cannot guarantee confidentiality of electronic responses.

7. If you want to ask any questions about the general principles of the Freedom of Information Act, please contact:

By post (letter or audio)	Charles Cushing Department for Work and Pensions Adjudication and Constitutional Issues Information Policy Division Freedom of Information Unit The Adelphi 1–11 John Adam Street London WC2N 6HT
Email	Charles.cushing@dwp.gsi.gov.uk
Telephone	0207 962 8581
Textphone	You can make a call through TextDirect by dialling prefix 18001 before the telephone number you want.

8. More information about the Freedom of Information Act can be found on these websites:
- Department for Work and Pensions – www.dwp.gov.uk/pub_scheme/scheme.asp
 - Department for Constitutional Affairs - www.dca.gov.uk/foi/guidance/exguide/index.htm

What will happen to the replies we receive?

9. All responses will be fully considered. However, we are unable to provide a personal reply to specific questions or issues raised by individual respondents.
10. When the consultation is complete and the findings have been analysed, we will publish a summary of the outcomes, and information on what happens next. The summary will be available on the DWP website (www.dwp.gov.uk/resourcecentre/des-consultation.asp).

The Cabinet Office Code of Practice on Consultation

11. This consultation is being conducted following the criteria laid down in the Cabinet Office Code of Practice on Consultation.
12. The criteria are listed below. The full version of the Code of Practice can be viewed on: www.cabinetoffice.gov.uk/regulation/Consultation/Code.htm
13. It is centred around six key consultation criteria as follows:
 - consult widely throughout the process, allowing a minimum of 12 weeks for written consultation at least once during the development of the policy;
 - be clear about what your proposals are, who may be affected, what questions are being asked and the timescale for responses;
 - ensure that your consultation is clear, concise and widely accessible;
 - give feedback regarding the responses received and how the consultation process influenced the policy;
 - monitor your Department's effectiveness at consultation, including through the use of a designated Consultation Co-ordinator; and
 - ensure your consultation follows better regulation best practice, including carrying out a Regulatory Impact Assessment if appropriate.

Can feedback be provided about the consultation process?

14. If you have any comments on how this consultation has been carried out (as opposed to the proposals/issues raised), please contact the Department for Work and Pensions consultation co-ordinator. In particular, please tell us if you feel that the consultation does not satisfy the criteria listed on the previous page. You are also welcome to make any suggestions as to how the process of consultation could be improved further. Please contact:

By post (letter or audio)	Roger Pugh Consultation Co-ordinator Department for Work and Pensions Room 2A Britannia House 2 Ferensway Hull HU2 8NF
Email:	Roger.pugh@dwp.gsi.gov.uk
Telephone:	01482 609571