

# Consultation Policy

## AHCS

### Professional Bodies Council

<b>Version:</b>	<b>4.0</b>
<b>Date:</b>	<b>August 2022</b>
<b>Doc Ref:</b>	<b>#012</b>
<b>Review date:</b>	<b>August 2026</b>

Version Number	Purpose/Change	Author	Date
<b>4.0</b>	Final Document for publication	Kirsty Clark	October 2022

## Introduction

Consultation by external organisations including government departments, professional bodies, Royal Colleges and similar organisations, require the AHCS to provide a response from the 'AHCS Professional Bodies Council' in a timely, effective manner.

## Purpose of Policy

The purpose of this policy is to provide an agreed process for the AHCS to prepare responses to external (and internal) consultations in a timely, effective and inclusive manner.

The AHCS is required to provide a timely, effective response. The AHCS could state 'This Consultation is not relevant to the AHCS.' rather than providing no response at all.

## Consultation Announcements

All the professional bodies that sit on the AHCS Professional Bodies Council, the Academy Boards, Committees and Groups, etc., to forward any consultation documents they may individually receive as soon as possible (ideally within **two working days**) to the AHCS administration team on [admin@ahcs.ac.uk](mailto:admin@ahcs.ac.uk).

## Consultation Responses

The AHCS Professional Bodies Council (or Board) will, upon finding out about a relevant consultation announcement, form a Consultation Response Group (CRG) to prepare the AHCS Professional Bodies Council response.

Each CRG will have a designated CRG Lead initially appointed by the President, Chair or CEO of the AHCS.

The CRG Lead will:

- I. Select up to six healthcare scientists from a broad range of specialisms (all of whom have their relevant professional bodies on the AHCS Professional Bodies Council) who either have relevant clinical experience, a proven track record or relevant skills around the subject of the consultation.
- II. Ensure that all professional bodies that make up the AHCS Professional Bodies Council are aware of the consultation announcement.
- III. Co-ordinate an initial draft response and act as the "anchor" for that consultation response.
- IV. Receive professional body draft responses to share with the CRG.
- V. Arrange any meetings (with the support of the AHCS Admin), teleconferences or workshops necessary to draft the initial response document within a two-week window.

- VI. Ensure members of the CRG circulate responses back to the CRG Lead who will redraft and complete the initial response.
- VII. Ensure the initial response is sent out to all professional bodies for comments, amendments and suggestions, for return within **10 working days** of the consultation closure.
- VIII. Submit the final version of the consultation response to the appropriate organisation before the closure date/time.
- IX. Ensure that the final response states that a particular professional body does not support the consensus view of the AHCS Professional Bodies Council (if relevant).
- X. Arrange, if the AHCS Professional Bodies Council cannot agree a consensus or at least a majority “sign off”, that this should be noted via a response to the appropriate organisation orchestrating the consultation.
- XI. Confirm to the Professional Bodies Council that the response has been submitted and ensure the published response is uploaded onto the AHCS website.

### Process (see Appendix 1)

1. Consultation is released by external organisation and communicated to AHCS Admin directly or by professional bodies or other AHCS groups.
2. AHCS Admin circulates to Professional Bodies Council, Board and all groups within **two working days** of receiving consultation release.
3. CRG formed within **two working days** of being informed of the consultation.
4. CRG produces initial working draft response within **five working days**.
5. Initial draft response circulated to professional bodies via the Professional Bodies Council for feedback within **10 working days**.
6. Initial response re-draft re-circulated to professional bodies via the Professional Bodies Council for final approval within **two working days** (non-response = approval).
7. Final response submitted.

NB: Minimum cycle lasts about nine days to a draft response; a further 12 days to a final response. Most consultations are about three months’ duration, meaning possible leeway available in most cases, so feedback each can be over 10 days (14 days to initial draft, 26 days to final).

**APPENDIX 1**

Diagram of AHCS Consultation Process

