

## **Outline of Statutory Consultation Process**

### **Step 1: Develop a proposal**

An initial proposal will be developed and considered by the Council's Cabinet. Section 2 of the School Organisation Code outlines when the statutory procedure is required.

### **Step 2: Cabinet Consideration**

The Council's Cabinet to consider the proposal and approval to consult.

### **Step 3: Consultation**

A consultation document must be published on the Council website. The consultation document must be published on a school day and consultees must be given at least 42 days to respond to the document, with at least 20 of these being school days. Stakeholders identified in section 3.4 of the School Organisation Code must be notified by letter/email.

### **Step 4: Consultation Response Report**

Feedback submitted during the consultation period will be considered and a response report will be developed and presented to Cabinet for consideration.

### **Step 5: Cabinet Consideration**

Cabinet will consider the consultation response report and determine whether to publish the report and to approve the publication of the proposal in the form of a statutory notice.

### **Step 6: Statutory Notice**

The statutory notice must be published on a school day and as outlined in section 4.1 of the School Organisation Code.

### **Step 7: Objection Period**

Anyone wishing to make objections to a proposal has the opportunity to do so. Objections must be made in writing or by email, and sent to the proposer before the end of 28 days beginning with the day on which the notice was published.

### **Step 8: Objection Report**

Under section 49 of the 2013 Act when objections have been received proposers **must** publish a summary of the statutory objections and the proposer's response to those objections ("the Objection Report").

### **Step 9: Cabinet Consideration**

Cabinet consider the objection report for final determination on the proposal.

### **Step 10: Decision Letter**

Confirmation of the decision and objection report availability will be issued to stakeholders.

