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| C:\Users\gmournia\Desktop\FSS_Pos_S_RGB.JPG | **Chief Executive’s sign-off sheet for FSS public consultations conducted for less than 12 weeks** |

**Consultation title:**

Criterion 2 of the [HM Government Code of Practice on Consultation](http://www.berr.gov.uk/files/file47158.pdf) (CoP) states, ‘Consultations should normally last for 12 weeks with consideration given to longer timescales where feasible and sensible’. Where an FSS consultation period is to be less than 12 weeks this must be highlighted in the consultation document, which should explain both the reasons for this and the extra efforts taken to ensure that the consultation is as effective as possible.

**Please ensure that this form is fully completed for ANY FSS consultation conducted for less than the 12 weeks** prescribed by the Cabinet Office COP (regardless of the reason for doing so). This form must be signed off by the Chief Executive or in his absence person with delegated authority. This should be done as far in advance of the consultation launch as possible.

**Branch:** Food Protection Science and Surveillance

**Full name of consultation contact: Marianne James**

**Telephone number: 01224 285165**

1. Please state the proposed start date of the consultation: 4th Septemeber 2017
2. Please state the proposed end date of the consultation: 31st October 2017
3. Please state the exact amount of weeks you are proposing to consult: 8 weeks
4. Please cross the relevant box for the reason that you are NOT consulting for 12 weeks:

|  |  |
| --- | --- |
| Timetable is set out in statute |  |
| Timetable is unavoidably dictated by EU or other international processes |  |
| Timing is tied to the Budget or other annual financial cycle | X |
| There is a public health dimension or some other urgent requirement for the introduction of new measures |  |
| Other reason  |  |

1. Please give brief details of the reason ticked above at section 4: The first survey of the proposed targeted surveillance programme for microbiological food safety is due to go out to tender early 2018, therefore to give us adequate time to commission this work we will be consulting for eight weeks rather than the full twelve. This is simply a consultation to gather stakeholder opinions on a proposed piece of work and therefore eight weeks will be sufficient time to allow interested parties to provide their opinions.



**CHIEF EXECUTIVE’S SIGNATURE: PP:**

**PRINT NAME:** Elspeth Macdonald

**DATE:**  01/09/2017