



Item 7

18th May 2026

Glasgow Community Planning Partnership

Safe Glasgow Partnership

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Additional Guidance: Approach to Consultation Responses Made on behalf of Safe Glasgow Partnership

Purpose of Report:

To present proposed additional guidance for responding to consultations as a partnership.

Recommendations:

The Safe Glasgow Partnership are asked to:

- Consider the information provided and note the contents of the paper;
- Provide any feedback in relation to the recommended approach.

Additional Guidance Approach to Consultation Responses Made on behalf of Safe Glasgow Partnership

1.0 Context

- 1.1 Glasgow City Council has a [documented process](#) (Corporate Consultations Guidance – **Appendix 1**) that governs the approach to consultation requests made to the Council. The purpose of the Safe Glasgow Partnership is to undertake the local scrutiny role on behalf of Glasgow City Council. As such, from time-to-time, consultation requests will be made to the Council that it will delegate to the Safe Glasgow Partnership. Responding provides an opportunity to influence government and agency policy, strategy and regulations where this is appropriate to the Terms of Reference of the Safe Glasgow Partnership (**Appendix 2**) - as set out in the Glasgow Community Planning Partnership Governance Framework.
- 1.2 It is proposed that a structured approach is used by the Safe Glasgow Partnership that broadly aligns to that used by Glasgow City Council with detail of the response made provided to the Glasgow City Council Co-ordinating officer karen.porter@glasgow.gov.uk to maintain appropriate logs.

2.0 Responding as a Safe Glasgow Partnership

- 2.1 The Corporate Consultations Guidance sets out clearly the roles of Council members and officers in the process; this paper is intended to supplement this with steps for an approach to responding *as a Safe Glasgow partnership* or handling responses where Safe Glasgow partners have no specific comment to make.

3.0 Step 1 – Advising the Partnership of the Opportunity to Respond

- 3.1 Consultation response requests will come direct to the Partnership and Communications Officer whose role is to support and facilitate the Safe Glasgow Partnership - substitutes for the Partnership and Communications Officer role are:
- a) Manager Community Justice Glasgow
 - b) Policy Officer Community Justice Glasgow
 - c) Head of Communities
- 3.2 At the earliest opportunity the Partnership and Communications Officer or substitute will write out by email using a template (**Appendix 3**) to advise of opportunity to respond as a partnership and seeking views and comments as appropriate.

4.0 Step 2 – No Response Being Submitted on Behalf of the Partnership

- 4.1 When the timescale is met, responses will be collated.

- a) Where there are no comments from the SAFE Glasgow Partners, The Partnership and Communications Officer (or substitute) will:
- i. Advise the Partnership noting the reason.
 - ii. Advise the Council's Co-ordinating Officer that no response will be submitted and the reason for this – using the template response at **(Appendix 4)**.

5.0 Step 3 – When a Response is being Submitted on behalf of the Partnership

5.1 The Partnership and Communications Officer (or substitute) will collate responses.

- a) All views will be taken into account, using professional skills to provide a balance that reflects those submitted and either:
- i. Bring the draft response to a Safe Glasgow Partnership Meeting (where timescales permits) for agreement in advance of submission.
 - ii. Share the draft response by email with Safe Glasgow Membership seeking agreement (where timescale permits).
 - iii. Seek approval from the Chair where timescale does not permit for a draft response to be considered and agreed as set out in i or ii above.
or
 - iv. Agreement on final consultation response will be delegated to the Chair in discussion with the Partnership and Communications Officer (or substitute) where timescales do not allow consideration under points i through iii above and shared for information only.

CORPORATE CONSULTATIONS GUIDANCE (Summarised)

Consultation requests received by Glasgow City Council provide the opportunity to influence government and agency policy and regulations. This guidance details the roles of Council members and officers in the process. A record of consultations is available to view on the Council's intranet to allow both members and officers to access details of current consultations and responses.

Council members will provide political guidance to officers where a consultation concerns a new policy direction or sensitive topic. An annual report is presented to the General Purposes City Policy Committee in January which summarises the consultations answered in the previous calendar year.

The guidance applies equally to all Council ALEOs, who are expected to input to corporate Council responses if requested, and to lead on co-ordinating a Council response where appropriate.

The guidance aims to ensure that responses:

- Represent the policies and views of the Council
- Maximise Glasgow City Council's influence
- Provide the opportunity for relevant services and ALEOs to influence their areas of expertise

MANAGING REQUESTS FOR VIEWS

Chief Executive's Strategic Policy and Planning team (SPP) manages the consultation process on behalf of the Council. Spreadsheet logs are maintained of all stages of the process. There are separate spreadsheets for open consultations and consultations completed in the last twelve months. These are available to view on the [Corporate Consultations](#) area of Connect (updated weekly) and provide details of the service and contact officer for each consultation as well as hyperlinks to responses.

A consultation can be received by the Council in a number of ways:

- It can be sent directly to the Chief Executive's Department
- It can be sent directly to the Executive Director of a service
- It can be received by an individual officer from, for example, a professional body
- It can be identified via the weekly check of the Scottish Government and Scottish Parliament's online consultation pages by the Strategic Policy and Planning (SPP) team

When a consultation is received by the Chief Executive's Department or identified online, this will be logged and allocated to the most appropriate lead service, which will decide, on behalf of the Council, if a response should be prepared and submitted.

- If the service believes that it is **not** best placed to deal with the response, then this should be discussed with SPP who can re-direct the request as appropriate.

- If a service considers that a response requires input from other departments, then they should contact the appropriate department(s) directly and decide who will be taking the lead in coordinating, preparing and submitting the response – **there should only ever be one response on behalf of the Council Family**

If a consultation is received directly by a service, it should inform SPP to ensure:

- There is only one service / officer dealing with the consultation
- The consultation is logged in the corporate record

DECIDING ON WHETHER OR NOT TO RESPOND

Deciding on whether or not to respond to a consultation is a matter of judging whether the Council can and should be influencing the decision-making process for any given subject:

- The subject may be a priority that the Council or Chief Executive deem important to influence
- The subject may be relevant to the Council Strategic Plan or policy development committee work plans or form work arising from council motions
- Is the subject relevant to the service's area of work and expertise?

In weighing up the value of making a response, services should be aware that a response need not necessarily be a lengthy document involving substantial background research. It can be a simple letter setting out the Council's position.

Once a decision has been made, SPP should be advised to enable corporate records to be updated:

- If a response is to be made, the name of the service contact
- If no response is to be made, a brief reason for the nil response. Often this can be because the council has responded to earlier stages in consultations or parliamentary inquiries and our position is unchanged.

DRAFTING A RESPONSE

Consideration should be given to the following:

Input is Required from Other Services / ALEOs

A consultation will be allocated to the most appropriate service, but there will be instances where there is an overlap in subject matter. In such a case the lead service should coordinate input from other relevant services and ALEOs but still has responsibility for producing a single Council response. The response should be copied to SPP.

A New Policy Area / Political Guidance Required

Council members will provide political guidance to officers where a consultation concerns a new policy direction or sensitive topic. In cases where a new policy is being developed, the consultation should be presented to the relevant city policy committee and then the City Administration Committee. This requirement should be built into the response timeline. In forming a view about whether a response concerns a new or emerging policy area, is high profile or sensitive, or if there is uncertainty about the position of the Council, the lead officer should seek guidance from the relevant convenor and the Chief Executive's Department.

If timescales cannot be met because of external consultation deadlines, officers can submit a draft response to the consulting body and seek city policy committee consideration and the City Administration Committee's approval retrospectively, advising the consulting body that the response is a draft which remains to be approved and may be subject to change. All versions of the response should be copied to SPP.

Established Policy

If the response reflects current Council policy, then it only needs to be approved by the service Director. It should then be sent directly from the department to the consulting body and the response copied to SPP.

Appendix 2

Extract of Glasgow Community Planning Partnership Governance Framework Terms of Reference – Safe Glasgow Partnership

5.3.1. To consider and comment upon the local operating arrangements for the Police Service of Scotland and the Scottish Fire and Rescue Service.

5.3.2. To consider the draft Police Plan for Glasgow, and draft Fire and Rescue Plan for Glasgow, and having consulted the partners in the Glasgow Community Planning Partnership to make recommendations on the Plans to Glasgow City Council.

5.3.3. To scrutinise the Police Service of Scotland and Scottish Fire and Rescue Service involvement with the work of the Glasgow Community Planning Partnership and their contribution towards the achievement of the Glasgow Community Plan.

5.3.4. To scrutinise the delivery of services by the Police Service of Scotland and the Scottish Fire and Rescue Service against the Police Plan for Glasgow, and Fire and Rescue Plan for Glasgow.

5.3.5. To request and receive information and reports from the Local Police Commander and Local Fire and Rescue Senior Officer on any area or aspect of the service as deemed appropriate.

5.3.6. To receive and comment on performance reports from the Local Police Commander and Local Fire and Rescue Senior Officer, in order to monitor and assess performance against local and national performance frameworks and to make recommendations for improvements.

5.3.7. To oversee the discharge of the Police Service of Scotland and Scottish Fire and Rescue Service consultative and community engagement responsibilities in Glasgow.

5.3.8. To receive overview reports on complaints about Police Service of Scotland and Scottish Fire and Rescue Service and how these are dealt with.

5.3.9. To consider reports from appropriate external agencies in relation to Police Service of Scotland and Scottish Fire and Rescue Service.

5.3.10. To consider, engage in, and respond to consultations on strategic Police and Fire and Rescue priorities and plans.

5.3.11. To receive and comment on biannual reports from Glasgow Violence Against Women Partnership and Glasgow Hate Crime Working Group in relation to their activity and progress on the city-wide strategic plans.

5.3.12. To receive and consider annual reports from One Glasgow on activity of the One Glasgow Reducing Offending workstream and progress towards strategic aims.

5.3.13. To receive, review and approve any amendments or updates to the Community Justice Outcomes Improvement Plan for Glasgow.

5.3.14. To receive and consider regular reports from Community Justice Glasgow on activity and progress towards meeting the actions set out in the Community Justice Outcomes Improvement Plan.

5.3.15. To receive and comment on biannual reports from the Youth Justice Strategy Group.

5.3.16. To provide and receive feedback, and to facilitate engagement with relevant bodies within the Partnership and the broader Safe Glasgow landscape, developing formal reporting lines as appropriate.

APPENDIX 3

Template Correspondence to Safe Glasgow Partnership to Advise of Opportunity to Respond to a Consultation

To: Safe Glasgow Partnership

Please see below a link to the **(INSERT ORGANISATION / AGENCY)** Consultation on the **(INSERT NAME OF CONSULTATION)**.

(INSERT LINK TO CONSULTATION OR ATTACH IF NOT AVAILABLE VIA LINK)

Your comments are sought on this as the Safe Glasgow Partnership has a remit to **(INSERT SPECIFIC SECTION(S))** under the Terms of Reference for the Safe Glasgow Partnership **(SEE APPENDIX 3)** as set out in the Glasgow Community Planning Partnership Governance Framework.

Safe Glasgow Members are asked to respond to this email clicking one of the options below to indicate intention:

- I **do have** views or comments on the points raised within the consultation in my specific role as a member of the Safe Glasgow Partnership.
- I have **no specific view or comment** on the points raised specifically in my role as a member of Safe Glasgow Partnership.
- I **view it as more appropriate** that organisations / individuals make separate responses.

If you have clicked the first check box above, please send me any comments you have by responding to this email. Please align or note comments to the specific question numbers as set out in the consultation.

Please submit your comments by **(INSERT DEADLINE FOR RESPONSES)**. This will allow time to compile any response on behalf of the Safe Glasgow Partnership.

Based on available timescale the response will **(CLICK OPTION FROM SECTION)**

- Be brought to a Safe Glasgow Partnership Meeting as a draft for agreement in advance of submitting.
- Be shared as a draft response by email to Safe Glasgow Membership seeking agreement prior to submitting.
- Have approval sought from the Chair as timescale does not permit for a draft response to be considered as above.
- Be shared by email for information only as the timescales does not allow time for further consideration across the Partnership.

Regards consultation (INSERT CONSULTATION TITLE)

Thank you for the opportunity offered to the Safe Glasgow Partnership to respond to this consultation.

I have taken a steer from Safe Glasgow Partnership's members, please note that on this occasion we will not be making a response because:

- The consultation is not relevant to the competent business of the Safe Glasgow Partnership as set out in the Terms of Reference within the Glasgow Community Planning Partnership Governance Framework.
- Our members have indicated that they have no specific comment to make.
- Partners indicated that it is more relevant to individuals or individual organisation to respond.

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