

**DRAFT REPORT ON THE REQUEST FOR THE REBURIAL OF HUMAN REMAINS FROM THE  
ALEXANDER KEILLER MUSEUM AT AVEBURY.**

**NOTES ON CONSULTATION PROCESS:**

This consultation follows the Code of Practice on Consultation (Cabinet Office 2004), which is available at: <http://www.berr.gov.uk/files/file44364.pdf>.

This code sets out six general criteria:

1. Consult widely throughout the process, allowing a minimum of 12 weeks for written consultation at least once during the development of the policy.
2. Be clear about what your proposals are, who may be affected, what questions are being asked and the timescale for responses.
3. Ensure that your consultation is clear, concise and widely accessible.
4. Give feedback regarding the responses received and how the consultation process influenced the policy.
5. Monitor your Department's effectiveness at consultation, including through the use of a designated Consultation Co-ordinator.
6. Ensure your consultation follows better regulation best practice, including carrying out a Regulatory Impact Assessment if appropriate.

New guidance (available at <http://www.berr.gov.uk/files/file47158.pdf>) is due to come into operation later this year. This sets out seven criteria which are essentially similar.

**NOTES ON COMPLIANCE:**

***Period of consultation:*** The consultation period will last for three months.

***Scope to influence outcome:*** The report deliberately drafts no recommendation at this stage on the decision that should be made: we believe that it is important to be open to further views and evidence at this stage.

***Consultees and wider dissemination:*** The list of consultees is appended, and includes organisations likely to pass the consultation on to other interested parties and an invitation to them to do so. The consultation invitation and documents are available on the EH website; people are encouraged to set up links to this website so that it reaches more people.

***Clear questions:*** The proforma sets out some clear focussed questions, and also gives opportunity to comment more generally both on the report and on other relevant issues.

***Analysis of responses:*** The responses will be analysed carefully, and a summary of responses will, unless the number of responses is unexpectedly large, be made available through the EH website within 2 months after the end of the consultation. A paper copy will be available on request.

***Openness of process:*** The summary will include a complete list of consultees; all responses received will be available for inspection unless there is some overriding reason (e.g. under DPA) not to.

***E-consultation and environmental issues:*** To save paper, postage and time, the consultation will use electronic documents and pro-formas where possible. Consultees will be sent a letter giving details of where the e-documents can be found. Paper copies are available on demand. E-response using the proforma is encouraged; written responses in other formats may be sent either by e-mail or in written form.

***Complaints:*** Any complaints about the process should be directed to: Duncan McCallum, Policy Director, English Heritage, 1 Waterhouse Square, 138-142 Holborn, EC1 2ST, ([duncan.mccallum@english-heritage.org.uk](mailto:duncan.mccallum@english-heritage.org.uk)).