

**Allocation of Accommodation:
Draft Code of Guidance for Local Housing Authorities**

List of Interested Bodies

Age Concern
Association of Housing Advisory Services
Association of London Government
Audit Commission
Big Issue
Bridge
Carers National Association
Centrepont
Chartered Institute of Housing
Children's Society
Commission for Racial Equality
Crisis
Empty Homes Agency
Greater London Authority
Help the Aged
Housing Corporation
Housing Law Practitioners Association
Independent Housing Ombudsman
Joseph Rowntree Foundation
Local Government Association
National Association of Citizens Advice Bureau
National Disabled Persons Housing Service
National Homeless Alliance
National Housing Federation
Refuge
Shelter
Teenage Pregnancy Unit
Tenants Participation Advisory Service
Tenants & Residents Organisation of England
The Refugee Council
Women's Aid Federation of England

Annex B

**Cabinet Office Code of Practice on Written Consultation:
Code Criteria Points**

1. Timing of consultation should be built into the planning process for a policy (including legislation) or service from the start, so that it has the best prospect of improving the proposals concerned, and so that sufficient time is left for it at each stage.
2. It should be clear who is being consulted, about what questions, in what timescale and for what purpose.

3. A consultation document should be as simple and concise as possible. It should include a summary, in two pages at most, of the main questions it seeks views on. It should make it as easy as possible for readers to respond, make contact or complain.
4. Documents should be made widely available, with the fullest use of electronic means (though not to the exclusion of others) and effectively drawn to the attention of all interested groups and individuals.
5. Sufficient time should be allowed for considered responses from all groups with an interest. Twelve weeks should be the minimum period for a consultation.
6. Responses should be carefully and open-mindedly analysed, and the results made widely available, with an account of the views expressed, and reasons for decisions finally taken.
7. Departments should monitor and evaluate consultations, designing a consultation co-ordinator who will ensure the lessons are disseminated.