

Guidelines for responding to consultation – Remuneration Tribunal

What is a response to consultation?

Any public contribution to a Remuneration Tribunal review or consultation process is called a response to consultation.

Responses to consultation are actively sought by the Tribunal from a broad cross-section of the community, including individuals or organisations with a particular interest in the issues under consideration.

Responses do not need to be formal documents. Where possible, responses in electronic (Word or PDF) format are preferred.

Responses to consultation will be treated as confidential and will not be published with attribution or in full. However, extracts from responses may be used and/or responses may be summarised without attribution and used in Tribunal reports and statements. If you do not wish your response to be used for either of these purposes, please clearly state this in your covering email and within the response itself.

Responses can be lodged until **midnight** on the closing date.

Writing a response

The best responses:

- are relevant and highlight your own perspective
- are concise, generally no longer than four to five pages
- begin with a short introduction about yourself or your organisation
- emphasise key points clearly
- outline not only the issues but also how problems might be addressed, as the Tribunal considers responses to inform its decision-making
- include only documents that directly relate to your key points.

What happens to your response?

Your response will be read by Tribunal staff supporting the process for which you are contributing. These staff will decide how your response and the matters raised in it are presented to the Tribunal.

Extracts from your response and/or a summary of your response may be used without attribution in Tribunal reports and statements.

Your response **cannot be withdrawn or altered**.

Please note that any response may be the subject of a request under the *Freedom of Information Act 1982*. Requests are handled in accordance with that Act, which includes provisions aimed at protecting sensitive information given in confidence.

Privacy

Before providing a response to consultation, please ensure you have read the [Tribunal's privacy policy](#) and the [public consultation privacy collection notice](#).

Copyright

Ownership of all responses received by the Tribunal remains vested with the respective author(s) of the response.

However, by providing a response to the Tribunal, you grant a **permanent, irrevocable, royalty-free license** allowing the Tribunal to:

- use, reproduce, publish, adapt, perform or communicate your response to the public in a summarised and non-attributed manner, and convert your response into a different format where necessary to meet relevant accessibility requirements. As previously stated, if you do not wish your response to be used for particular purposes this should be clearly stated in your covering email and within the response itself.

To the extent that your response contains material owned by a third party, you warrant that:

- you have obtained all necessary licenses and consents required for the use of that material (including for the Tribunal to use, reproduce, publish, perform or communicate it to the public), and
- you have made arrangements for the payment of any royalties or other fees payable in respect of the use of such material.