

## Appendix 15 - Budget Strategy – Key Communication and Engagement Actions – November 2012 to February 2013

<b>Task</b>	<b>Actions</b>	<b>Responsible person</b>	<b>Timescale</b>
Distribution of Autumn Your Voice	Initial budget messages	Nigel	From 12 November
Draft up and agree key budget information and consultation		Ken, Nigel and Andy	19 December
Confirm visits to local forums to present the budget information	<ul style="list-style-type: none"> <li>• Deaf Club</li> <li>• Listen not Label</li> <li>• Parent and Carers Forum</li> <li>• PODS</li> <li>• LINK</li> <li>• Telford Business Forum</li> </ul>	Andy	19 December
Draft up and agree – Your Voice budget special		Nigel	19 December
Attend Scrutiny	All meetings 6.30pm Committee Room 3 – Darby House	Cllr McClements and Ken	18 December 9, 15 and 22 January
Sign up people to receive budget updates and consultation	<ul style="list-style-type: none"> <li>• Through Autumn Your Voice</li> <li>• Press release</li> <li>• Facebook and Twitter campaign</li> <li>• Through our existing networks</li> <li>• Through our online community notice boards</li> </ul>	Nigel and Andy	By 31 December
Distribute - Your Voice budget special		Nigel	From 7 January
Attend Telford and Wrekin Parishes Forum	6.30pm AFC Telford Learning Centre	Cllr McClements and Ken	10 January
Launch consultation	<ul style="list-style-type: none"> <li>• All residents via Your Voice</li> <li>• All employees</li> <li>• Town and Parish Councils</li> <li>• Service users and customers</li> <li>• Businesses</li> <li>• Schools and colleges</li> </ul>	Andy and Nigel	11 January

	<ul style="list-style-type: none"> <li>• Local forums and members</li> <li>• Council database – 26,000</li> <li>• HWB database</li> <li>• Voluntary and community sector</li> </ul>		
Managers brief on the budget		Sharon	7 January
Attend Senior Citizens Forum	@ The Place	Cllr McClements and Ken	14 January
Community Panel survey		Helen and Andy	14 January
Taking Part Committee	Park Lane Woodside 12 to 12.45pm	Cllr McClements and Debbie	15 January
Public budget event	The Place, Oakengates  Invite all key stakeholders including all forum members i.e. Ward, Town and Parish Councillors, Forum Members	Andy	16 January
Attend Young People's Forum	The Salvation Army Building in Oakengates	Cllr McClements and Andy	23 January
Attend Employee Joint Information and Consultation Forum (JICF)		Cllr McClements and Ken	30 January 5.30pm
Close of consultation			10 February
Deadline for consultation report		Helen and Jon	12 February
Initial presentation of the findings of the consultation	To Cllrs Sahota and McClements	Ken, Andy, Helen	13 February
Press releases on the final agree budget strategy		Nigel	