

Budget Strategy – Communication and Engagement Plan – November 2014 to March 2015

APPENDIX 11

Task	Actions	Responsible person	Timescale
Scope equality impact assessment and engagement for savings		Andy Challenor (Engagement and Equalities Manager) and Richard Taylor-Murison (Equalities Officer)	October and December and February
Policy Review to agree the budget communication and consultation plan		Andy Challenor and Nigel Newman (Communications Manager)	28 November
Update online budget page	www.telford.gov.uk/budget	Andy Challenor	December
Agree key budget information and residents saving suggestions		Nigel Newman	December
Distribute – Your Voice – ‘Together we care’ cut out survey included		Nigel Newman	8 December
Online budget survey		Andy Challenor	8 December
Prepare and agree budget presentations for forums and community groups		Ken Clarke (Assistant Director – Finance, Audit & Information Governance), Andy Challenor, Nigel Newman and Cllr Bill McClements (Cabinet Member for Finance & Enterprise)	15 December
Prepare and agree budget road show materials		Ken Clarke (Assistant Director – Finance, Audit & Information Governance), Andy Challenor, Nigel Newman and Cllr Bill McClements (Cabinet Member for Finance & Enterprise)	15 December
Launch budget consultation		Andy Challenor and Nigel Newman	5 January

Budget press release		Nigel Newman	5 January
Rolling screen on Council website		Nigel Newman	During January
Distribute Community Panel survey		Andy Challenor and Jon Power (Delivery and Planning Manager)	Week beginning 5 January
Distribute consultation leaflets in key community buildings and community notice boards		Community Participation Team	Week beginning 5 January
Prepare easy read presentation		Deb Rudd (Engagement Officer) and Shirley Wilson (Marketing Officer)	6 January
Send out budget letter – key budget messages and signposting on how they can get further involved	<ul style="list-style-type: none"> • Parish, Town, Ward Members • Other key partners (LSP etc.) 	Nigel Newman	6 January
Budget information and consultation to go out to all employees		Andy Challenor and Nigel Newman	6 January
Send out budget ‘stakeholders’ email	Council database of 28,000	Nigel Newman	6 January
Send out budget ‘stakeholders’ email	Business Community	Andy Challenor	6 January
Send out budget ‘stakeholders’ email	Local forum database <ul style="list-style-type: none"> • Senior Citizens Forum • Parent and Carers Forum • PODS • Carers Contact Centre • CVS • RAFT • Listen not Label 	Andy Challenor	6 January

	• Healthwatch		
Send out budget stakeholders email to local organisations and community groups		Community Participation Team	6 January
Send out budget 'stakeholders' email to CapGemini and Lyreco and other 'business contacts		Wendy Tonge (Involvement Manager)	6 January
Attend Business Board	7.30am – 9.30am at Newport	Cllr Bill McClements, Richard Partington (Managing Director) and David Sidaway (Director: Development, Business and Customer Services)	7 January
Attend Parents with Children with Disabilities (PODS)	7pm – 9pm at Sainsbury's cafe	Cllr Bill McClements, Clive Jones and Karen Perry	8 January
Attend Senior Citizens Forum	10.30am – 12.30pm at Dawley Christian Centre	Cllr Bill McClements, Cllr Arnold England (Cabinet Member for Adult Social Care), Paul Taylor (Director: Care, Health and Well-being) and Ken Clarke	12 January
Attend Brookside Improvement Group	8pm – 9pm at the Mallard Pub Brookside	Cllr Bill McClements and Cllr Arnold England	12 January
Attend Taking Part Forum	1pm – 2 pm at Park Lane Woodside	Cllr Bill McClements and Deb Rudd	13 January
Attend Listen not Label	11.30am to 12.30pm at Meeting Point House	TBC	15 January
Attend Parish Forum	7pm – 9pm at Sutton Hill Community Centre	Cllr Bill McClements and Ken Clarke	21 January
Attend a joint unions meeting	2pm – 2.30pm venue to be confirmed	Cllr Bill McClements and Ken Clarke	22 January
Road show in Dawley	4.30pm – 6.30pm at Dawley House	Cllr Bill McClements and Cllr Shaun Davies (Cabinet member for Neighbourhood Services,	22 January

		Employment and Skills)	
Road show in Dawley	9am – 12pm at Dawley House	Cllr Bill McClements and Cllr Shaun Davies (Cabinet member for Neighbourhood Services, Employment and Skills)	23 January
Sutton Hill Residents Group	6.30pm – 7.30pm at Sutton Hill Community Centre	Cllr Bill McClements	26 January
Road show Telford Town Centre	TBC	Rota of Cabinet Members and Senior Management Team	27 January
Attend Young People’s Forum	5pm – 7pm The Salvation Army Building	Cllr Bill McClements and Cllr Paul Watling (Cabinet Member for Children, Young People and Families) and Clive Jones	28 January
Road show Woodside	12pm – 2pm and 5pm – 6.30pm	Cllr Bill McClements and Cllr Paul Watling	30 January
Road show Donnington	8.30am to 10am at Donnington Life Long Learning Centre	TBC	2 February
Road show Arleston	9am – 10.30am at Watling Community Centre	TBC	3 February
Road show Leegomery	9am – 11am at Leegomery Community Centre	TBC	4 February
Gathering the views of young people coordinated through the UKYP election process	TBC	Andy Challenor	January and February
Close of consultation			8 February
Share findings of consultation	With Cllr Kuldip Sahota (Leader of the Council), Cllr Bill McClements, Richard Partington and Ken Clarke	Jon Power and Andy Challenor	9 February

Policy Review			12 February
Cabinet			26 February
Full Council			5 March