

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

**APPENDIX 11**

<b>Task</b>	<b>Actions</b>	<b>Responsible person</b>	<b>Timescale</b>
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	<a href="http://www.telford.gov.uk/budget">www.telford.gov.uk/budget</a>	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
Launch social media campaign		Nigel Newman	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"> <li>• Parish, Town, Ward Members</li> <li>• Other key partners and organisations</li> </ul>	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	Gov delivery database of 14,500	Nigel Newman	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, Cllr Paul Watling (Cabinet Member for Children, Young People and Families), Clive Jones (Assistant Director: Family and Cohesion Services) and Karen Perry (Assistant Director: Children's Safeguarding)	8 January
Attend Taking Part Forum	1pm – 2 pm at Park Lane Woodside	Cllr Bill McClements and Deb Rudd	13 January
Road show – Hadley Learning Community	10am – 11.30am	Cllr Bill McClements and Cllr Kuldip Sahota (Leader of the Council), Julia Copus (Finance Manager), Deb Rudd and Sarah Stembridge (Community Engagement Officer)	14 January
Road show – Newport library	10am – 12pm	Cllr Bill McClements and Cllr Kuldip Sahota (Leader of the Council), Ken Clarke, Deb Rudd and Sarah Stembridge (Community Engagement Officer)	16 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	19 January
Road show – Southwater library	10am – 12pm	Cllr Bill McClements and Cllr Hilda Rhodes ( Customer Services, Libraries and Transport), Andy Challenor, Richard Taylor-Murison and Tracey Smart (Finance Manager)	20 January
Radio Shropshire call in	10am – 10.45am	Cllr Bill McClements	21 January

Sutton Hill Community Centre – Together we care consultation	8.30am – 11am	Community Participation Team	21 January
Attend Parish Forum	7pm – 9pm at Sutton Hill Community Centre	Cllr Bill McClements, Cllr Shaun Davies (Cabinet member for Neighbourhood Services), Ken Clarke and Andy Challenor	21 January
Budget and Finance Scrutiny Committee on budget proposals for Children and Young People’s Services	6.30pm – 7.30pm at Addenbrooke House	Cllr Paul Watling, Clive Jones, Karen Perry and Jim Collins (Assistant Director: Education and Corporate Parenting)	21 January
Road show – Wellington library	10am – 12pm	Cllr Bill McClements and Cllr Charles Smith (Cabinet Member for Housing, Development & Borough Town’s Development) and Cllr Liz Clare (Cabinet Member for Leisure Services and Culture) and Deb Rudd and Sarah Stembridge	22 January
Attend Unions meeting	2pm – 2.30pm Addenbrooke House	Cllr Bill McClements and Ken Clarke	22 January
Road show in Dawley	4.30pm – 6.30pm at Dawley House	Cllr Bill McClements, Cllr Shaun Davies, Cllr Richard Overton (Deputy Leader – Cabinet Member for Public Health and Public Protection), Jon Power and Community Participation Team	22 January
Road show in Dawley	9am – 12pm at Dawley House	Cllr Bill McClements, Cllr Kuldip Sahota, Cllr Shaun Davies and Community Participation Team	23 January
Attend Sutton Hill Residents Group	6.30pm – 7.30pm at Sutton Hill Community Centre	Cllr Bill McClements, Cllr Paul Watling and Andy Challenor	26 January
TCAT – Together we care consultation	12pm – 1.30pm	Community Participation Team	28 January

Attend Young People's Forum	5pm – 7pm The Salvation Army Building	Cllr Bill McClements and Sarah Stembridge	28 January
Overdale Children's Centre – Together we care consultation	9.30am – 10.30am	Community Participation Team	29 January
TCAT – Together we care consultation	12pm – 1.30pm	Community Participation Team	29 January
Live Tweet	3pm – 4.30pm	Cllr Bill McClements and Shirley Wilson (Communications and Marketing Officer)	29 January
Hadley Children's Centre – Together we care consultation	9.30am – 10.30am	Community Participation Team	30 January
Road show Woodside	12pm – 2pm at Park Lane	Cllr Bill McClements, Cllr Shaun Davies, Sarah Stembridge and Richard Taylor-Murison	30 January
Donnington – Together we care consultation	9am – 12pm at Donnington Lifelong Learning Centre	Community Participation Team	2 February
Road show Madeley	10am – 12pm at Madeley Library	Cllr Bill McClements, Cllr Kuldip Sahota, Cllr Charles Smith, Andy Challenor and Richard Taylor-Murison	3 February
Arleston – Together we care consultation	9am – 10.30am at Watling Community Centre	Community Participation Team	3 February
Live Tweet	4.30pm – 5.30pm	Cllr Bill McClements and Shirley Wilson	3 February
Road show – Oakengates	1pm – 3pm at The Place	Cllr Bill McClements, Cllr Kuldip Sahota, Cllr Hilda Rhodes, Richard Partington, Sarah Stembridge and Richard Taylor-Murison	4 February
Road show – Southwater	10.45am – 12.15pm	Cllr Bill McClements, Cllr Kuldip Sahota, Cllr Charles Smith, Ken Clarke, Andy Challenor and Deb Rudd	5 February

Brookside – Together we care	9.30am – 11am at Windmills	Community Participation Team	6 February
Attend Listen not Label	1pm – 2.30pm at The Glebe Centre	Cllr Bill McClements, Cllr Arnold England, Paul Taylor, Richard Taylor-Murison and Sarah Stenbridge	6 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 Bill McClements, Richard Partington and Ken Clarke	Jon Power and Andy Challenor	9 February
Budget and Finance Scrutiny Committee to focus on income generation and adult services	6.30pm – 7.30pm at Addenbrooke House	Cllr Bill McClements, Cllr Arnold England, Richard Partington, Paul Taylor, Ken Clarke, Clive Jones and Richard Smith (Assistant Director: Adult Social Services)	11 February
Policy Review			12 February
Budget and Finance Scrutiny Committee to focus on public consultation	6.30pm – 7.30pm at Addenbrooke House	Cllr Shaun Davies, Nigel Newman and Andy Challenor	17 February
Cabinet			26 February
Full Council			5 March