

Budget Strategy – Communication and Engagement Plan – November 2013 to February 2014

Task	Actions	Responsible person	Timescale	Progress
Update online budget page	www.telford.gov.uk/budget	Andy Challenor (Engagement & Equalities Manager)	November	Complete
Confirm attendance at forum meetings		Andy Challenor	November	Complete
Scope impact assessment and engagement for savings		Andy and Richard Taylor-Murison (Equalities Officer)	November	Complete
Agree key budget information and final version of Winter Your Voice Budget Special		Nigel Newman (Communications Manager)	20 December	Complete
Launch budget consultation		Andy Challenor	6 January	
Distribute - Your Voice budget special		Nigel Newman	From 6 January	
Add budget consultation onto the online consultation library	www.telford.gov.uk/yourviews/matter	Andy Challenor	6 January	
Budget press release		Nigel Newman	6 January	
Send out budget letter – key budget messages, invite to people to attend the public budget event and signposting on how they can get further involved	<ul style="list-style-type: none"> • Parish, Town, Ward Members • Local Strategic Partnership • State of the Borough partners • Health and Wellbeing Board 	Nigel Newman and Andy Challenor	6 January	

	<ul style="list-style-type: none"> • Children and Families Board • Residents database • Employees • Business community • Senior Citizens Forum • Parent and Carers Forum • PODS • Carers Contact Centre • CVS • RAFT • Listen not Label • Healthwatch 			
Send out budget stakeholders email to local organisations and community groups		Community Participation Team	6 January	
Distribute Community Panel survey		Andy Challenor and Jon Power (Delivery and Planning Manager)	6 January	
Distribute consultation leaflets in key community buildings and community notice boards		Community Participation Team	Week beginning 6 January	
Add consultation information onto local Facebook sites		Community Participation Team	Week beginning 6 January	
Rolling screen on Council website		Nigel Newman	During January	
Scrutiny	TBC			
Prepare and agree budget presentations for forums and		Ken Clarke (Assistant Director – Finance,	By 8 January	

groups and public event		Audit & Information Governance), Andy Challenor, Nigel Newman and Cllr Bill McClements (Cabinet Member for Finance & Enterprise)		
Attend PODS forum	Dawley Lighthouse 7 – 9pm	Cllr Bill McClements, Clive Jones (Assistant Director – Family and Cohesion Services) and Di Partridge (Children’s Specialist Services Manager)	9 January	
Attend Senior Citizens Forum	The Place @ Oakengates 10.30 – 12.30	Cllr Bill McClements, Cllr Arnold England (Cabinet Member for Adult Social Care), Paul Taylor (Director: Care, Health and Well-being) and Ken Clarke	13 January	
Attend Taking Part Forum	11.30 – 12.30 Park Lane Woodside	Cllr Bill McClements and Debbie Rudd (Engagement Officer)	14 January	
Attend Employee Joint Information and Consultation Forum (JICF)	5.30pm Venue tba	Cllr Bill McClements and Ken Clarke	22 January	
Attend Parish Forum	7pm Wellington Civic & Leisure	Cllr Bill McClements and Ken Clarke	22 January	

	Centre			
Public budget event	6pm The Place @ Oakengates Theatre	Andy Challenor	29 January	
Attend Telford Business Board	To be arranged	Cllr Bill McClements and Ken Clarke	January	
Meet with the Chief Officers Group (Voluntary and Community Sector)	To be arranged	Cllr Bill McClements and Ken Clarke	January	
Road show of budget consultation	First Points Libraries Community Centres Leisure Centres Key public buildings High streets	Community Participation Team	During consultation period	
State of the Borough event	All day Telford Town Centre	Jon Power	3 February	
Attend Young People's Forum	5 – 7pm The Salvation Army Building	Cllr Bill McClements and Andy Challenor and Sarah Stenbridge (Engagement Officer)	5 February	
Close of consultation			4 February	
Share findings of consultation	With Cllr Bill McClements, Cllr Kuldip Sahota (Leader of the Council), Ken Clarke and Richard Partington (Managing Director)	Jon Power and Andy Challenor	5 February	

Policy Review			6 February	
Cabinet			20 February	