

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

Appendix 12

Task	Actions	Responsible person	Timescale
Update online budget page	www.telford.gov.uk/budget	Andy Challenor (Engagement and Equalities Manager)	November
Confirm attendance at forum meetings		Andy Challenor	November
Scope impact assessment and engagement for savings		Andy and Richard Taylor-Murison (Equalities Officer)	November
Agree key budget information and final version of Winter Your Voice Budget Special		Nigel Newman (Communications Manager)	20 December
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 • Other key partners (LSP etc.) 	Nigel Newman	6 January
Prepare and agree 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 • Healthwatch 	Andy Challenor	6 January
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
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
Out and about in public places and High Streets	<ul style="list-style-type: none"> • Community Centres • Hadley Learning Centre • Carpenter Centre Overdale • Park Lane Centre • Telford Town Centre Bus Station • The Place 	Community Participation Team	During January and February

	<ul style="list-style-type: none"> • Dawley • Donnington • Madeley • Newport • Oakengates • Wellington 		
Rolling screen on Council website		Nigel Newman	During January
Prepare and agree budget presentations for forums and groups and public event		Ken Clarke (Assistant Director – Finance, Audit & Information Governance), Andy Challenor, Nigel Newman and Cllr Bill McClements (Cabinet Member for Finance & Enterprise)	By 8 January
Attend PODS forum	Dawley Lighthouse 7pm – 9pm	Cllr Bill McClements and Clive Jones (Assistant Director – Family and Cohesion Services)	9 January
Attend Senior Citizens Forum	The Place @ Oakengates 10.30am – 12.30pm	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	11.30am – 12.30pm Park Lane Woodside	Cllr Bill McClements and Debbie Rudd (Engagement Officer)	14 January
Attend Employee Joint Information and Consultation Forum (JICF)	5.30pm	Ken Clarke	22 January
Attend Parish Forum	7pm Wellington Civic & Leisure Centre	Cllr Bill McClements and Ken Clarke	22 January

Attend Telford Business Board	7.30am – 10 am Wellington	Cllr Bill McClements and Richard Partington (Managing Director)	29 January
Public budget event	6pm The Place @ Oakengates Theatre	Andy Challenor	29 January
Celebrating Co-operative and Partnership Working Event	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 Stembridge (Engagement Officer)	5 February
Close of consultation			4 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	5 February
Policy Review			6 February
Cabinet			20 February
Full Council			27 February