

**Budget Strategy – Communication and Consultation Activities – November 2015 to March 2016**

**APPENDIX 16**

<b>Task</b>	<b>Actions</b>	<b>Responsible person</b>	<b>Timescale</b>
Scope equality impact assessment and consultation requirements for savings		Andy Challenor (Engagement and Equalities Manager) and Richard Taylor-Murison (Equalities Officer) and Sarah Stenbridge (Engagement Officer) and Debbie Rudd (Engagement Officer)	November
Develop and deliver Phase 1 (November to December) communication plan	Develop budget news update briefings and video	Nigel Newman (Communications Manager)	November/December
Develop consultation plan		Andy Challenor and Sarah Stenbridge and Debbie Rudd	November
Update online budget page to include phase 1 communications messages	<a href="http://www.telford.gov.uk/budget">www.telford.gov.uk/budget</a>	Nigel Newman and Andy Challenor	November
Agree communication and consultation plan with Policy Review		Nigel Newman and Andy Challenor	26 November
Distribute – Your Voice – Key budget messages		Nigel Newman	Distribution starts 30 November
Prepare and agree budget communication and consultation materials and presentations		Ken Clarke (Assistant Director – Finance, Audit & Information Governance), Andy Challenor, Nigel Newman and Cllr Lee Carter (Cabinet Member for Finance & Service Delivery)	November - December
Budget proposals agreed by Cabinet		Nigel Newman and Andy Challenor	17 December
Develop Phase 2 (January to		Nigel Newman	23 December

March) communication plan			
Budget information and consultation to go out to all employees		Nigel Newman	4 January
Corporate email to all employees		Nigel Newman	4 Jan/3 Feb
Corporate email signature amended to contain budget consultation message		Nigel Newman	4 January
Briefing pack for AD/Managers along with video material converted into PowerPoint presentation (x2)		Nigel Newman	4 January
Budget consultation intranet site developed for First Point for staff		Nigel Newman	4 January
Internal communication and engagement messages to staff and managers on weekly including weekly computer pop-ups and poster campaign		Nigel Newman	4 Jan to 5 Feb
Launch Phase 2 budget communications campaign – proposals in the public domain including web pages, social media, video, online survey, newsroom, direct digital communications		Nigel Newman	Starts 5 January, promoting consultation methods by 8 Jan
Interview on Radio Shropshire		Cllr Lee Carter	5 January
Launch budget consultation		Andy Challenor	8 January
Budget direct communication/news update/media release/social media/partner		Nigel Newman	8 January

communication/send online consultation tools live			
Launch poster campaign in key areas		Nigel Newman	8 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</li> </ul>	Nigel Newman	8 January
Send out budget ‘stakeholders’ email	Gov delivery database Business community Key community forums and groups	Nigel Newman	8 January
Attend Donnington & Muxton Parish Council meeting	7pm  Turreff Hall	Jonathan Rowe (Director - Customer, Neighbourhood and Well-Being Services) and Angie Astley (Assistant Director – Customer & Neighbourhood Services ) and Rachael Jones (Community Participation Manager)	11 January
Attend Wrockwardine Wood & Trench Parish Council meeting	7pm  The Parish Council Centre, Wrockwardine Wood	Dave Hanley (Highway & Neighbourhood Services Manager)	12 January
Budget roadshow – Woodside	11.30am to 1pm  Park Lane Centre	Cllr Lee Carter and Cllr Kuldip Sahota (Leader of the Council)	13 January
Attend Young People’s Forum	5pm – 7pm  The Salvation Army Building	Cllr Lee Carter and Cllr Kuldip Sahota and Cllr Paul Watling (Cabinet Member for Children, Young People and Families) and Cllr Gilly Reynolds	13 January

		(Cabinet Member for Employment & Skills)	
Wrap around on the Telford Journal Newport Journal advert		Nigel Newman	14 January
Distribute Community Panel information on the budget		Helen Potter (Research & Intelligence Manager)	14 January
Budget roadshow – Newport	10.30am to 12.30pm  Newport Market	Cllr Lee Carter and Cllr Kuldip Sahota and Ken Clarke and Clive Jones (Director: Children’s & Adult Services) and Angie Astley	15 January
Deliver employee budget consultation sessions with SMT		Richard Partington (Managing Director) and Ken Clarke	18 Jan/25 Jan/ 3 February
Host two public budget events	The Place @ Oakengates  1pm to 3pm and 6pm to 8pm	Key Cabinet Members and SMT and relevant Council officers	19 January
Attend Stirchley & Brookside Parish Council meeting	6pm  The Sambrook Centre	Jonathan Rowe and Angie Astley and Rachael Jones and Cllr Shaun Davies (Cabinet Member for Neighbourhood Services, Employment and Skills)	19 January
Attend Senior Citizens Forum	10.30am to 12.30pm  Wellington Methodist Church	Cllr Lee Carter and Cllr Arnold England (Cabinet Member for Adult Social Care) and Cllr Liz Clare (Cabinet Member for Leisure Services & Culture) and Paul Taylor (Director - Care, Health and Well-being) and Richard Smith (Assistant Director - Early Help & Support) and Jonathan Eatough (Assistant Director - Law, Procurement and Commissioning)	20 January
Budget roadshow – Telford Town Centre	4.30pm to 6.30pm	Cllr Lee Carter and Cllr Paul Watling and Clive Jones and Jo Britton	20 January

	Asda supermarket	(Assistant Director - Children's Safeguarding) and Katherine Kynaston (Assistant Director - Business, Development & Employment)	
Budget roadshow – Southwater	11am to 1pm Southwater One	Cllr Lee Carter and Cllr Kuldip Sahota and Paul Taylor	21 January
Attend Telford College of Arts and Technology (TCAT)	11.30am to 1pm	Cllr Lee Carter and Cllr Kuldip Sahota and Cllr Angela McClements (Cabinet Member for Communities, Regeneration & Transport) and Sue Marston (Skills Manager)	25 January
Live Tweet session		Cllr Lee Carter and Nigel Newman and Shirley Wilson (Communications & Marketing Officer)	25 January
Budget roadshow – Telford Town Centre	9.30am to 11am Town Centre Bus Station	Cllr Lee Carter and Cllr Liz Clare and Jonathan Rowe and Ken Clarke	26 January
Attend the Voluntary Sector meeting	2pm to 3.30pm The Glebe Wellington	Cllr Lee Carter and Cllr Angela McClements and Clive Jones	26 January
Budget roadshow – Newport	12pm to 2pm Waitrose Newport	Cllr Lee Carter and Cllr Kuldip Sahota and Cllr Paul Watling and Cllr Gilly Reynolds and Cllr Richard Overton (Deputy Leader of the Council and Lead Member for Housing, Public Health & Protection) and Ken Clarke and Richard Smith and Angie Astley and Liz Noakes (Assistant Director - Health & Well-Being)	28 January
Attend Listen not label (user led	11am to 12.30pm	Cllr Lee Carter and Richard Smith	29 January

organisation)			
Budget roadshow – Southwater	10am to 12pm Southwater One	Cllr Kuldip Sahota and Ken Clarke and Clive Jones	30 January
Attend Parents Opening Doors (PODS) forum	10am to 12pm Hadley Learning Centre	Cllr Lee Carter and Cllr Kuldip Sahota and Clive Jones and Viv McKay (Commissioning Manager) and Diane Partridge (Children’s Specialist Services Manager)	1 February
Budget roadshow – Donnington	11am to 1pm Wyevale Garden Centre Donnington	Cllr Lee Carter and Cllr Kuldip Sahota and Cllr Liz Clare and Richard Partington	2 February
Budget roadshow – Wrekin Retail Park	4pm to 6pm Tesco supermarket	Cllr Lee Carter and Cllr Kuldip Sahota and Cllr Angela McClements and Fliss Mercer (Assistant Director - Commercial Services)	2 February
Attend Hadley Parish Council meeting	7pm Castle farm Community Centre	Cllr Shaun Davies and Jonathan Rowe and Rachael Jones and Dave Hanley	2 February
Attend Oakengates Town Council meeting	8pm Council Chamber, The Place	Cllr Shaun Davies and Jonathan Rowe and Dave Hanley	2 February
Attend Business Board	7.45am to 9.30 am TCAT	Cllr Lee Carter and Richard Partington and Katherine Kynaston	3 February
Attend Shropshire Partners in Care (SPIC) provider forum	10.30am to 12.30pm Denby House Suite Stafford	Cllr Lee Carter and Cllr Arnold England and Jonathan Eatough and Viv McKay	3 February

	Park		
Budget roadshow – Madeley	2pm to 4pm Tesco supermarket	Cllr Lee Carter and Cllr Kuldip Sahota and Katherine Kynaston and Jim Collins ( Assistant Director - Education & Corporate Parenting)	3 February
Budget roadshow – Wellington	10am to 12pm Wellington Civic and Leisure Centre	Cllr Lee Carter and Cllr Richard Overton and Jonathan Rowe and Katherine Kynaston	
Finance & Enterprise Scrutiny Committee – four meetings during consultation process – meeting to agree recommendations of response to proposal in Cabinet Report on Consultation			3 February
Attend Parish Forum	7pm to 8pm Randlay Community Centre	Cllr Lee Carter and Cllr Shaun Davies and Cllr Angela McClements and Jonathan Rowe and Ken Clarke	4 February
Budget questions to Cabinet Leads online – video grabs of questions		Cllr Lee Carter and Cllr Shaun Davies and Cllr Angela McClements	4 February
Budget roadshow – Donnington	9.30am to 11am Asda supermarket	Cllr Lee Carter and Cllr Paul Watling and Clive Jones	5 February
Budget roadshow – Dawley	11.45am to 1pm Dawley Christian Centre	Cllr Lee Carter and Cllr Shaun Davies and Clive Jones	5 February
Budget roadshow – Wellington	11am to 1pm Wellington Market	Cllr Lee Carter and Cllr Arnold England and Fliss Mercer	6 February
Close of consultation			7 February

Share findings of consultation	With Cllr Kuldip Sahota, Cllr Lee Carter and Richard Partington and Ken Clarke	Jon Power (Delivery and Planning Manager) and Andy Challenor and Nigel Newman	9 February
Attend Newport Town Council meeting	7pm The Guildhall	Jonathan Rowe and Angie Astley	10 February
Policy Review	1.30pm G3 Addenbrooke House	Cllr Lee Carter	11 February
Attend CVS Meeting		Clive Jones and Rachael Jones	16 February
Attend Dawley Hamlets Parish Council meeting	7pm Horsehay Village Hall	Cllr Shaun Davies and Jonathan Rowe	17 February
Attend Madeley Town Council meeting	6.30pm Jubilee House	Cllr Shaun Davies and Jonathan Rowe and Angie Astley and Rachael Jones	23 February
Cabinet	5pm G3 Addenbrooke House	Cllr Lee Carter	25 February
Full Council	6.30pm The Place @ Oakengates Theatre	Cllr Lee Carter	3 March
Attend Wrockwardine Parish Council meeting	6.30pm Wrockwardine Parish Hall	Cllr Shaun Davies and Jonathan Rowe	9 March

Phase 3 budget communication and consultation as budget plans roll out		Nigel Newman and Andy Challenor	March onwards
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