

Transformation Programme (TP) – Communications Plan – April – December 2016 [published on Insite]

Note -

- (1) Development of the detailed design proposals (blueprinting) will require the involvement of many of the above stakeholders and throughout implementation. As well as informing the detailed design of the programme, this presents considerable opportunities for communicating the vision and leadership for the programme as a whole.
- (2) Approved with amendments by TB 20th April 2016
- (3) This version 3.3 with dates added 06-06-16.**

Group / Stakeholder	Type	Timescales	who	Update / Comments
TP Board (TB)	Programme reports as scheduled	bi-monthly	CJ/AG	First Meeting – 20 th April Future meetings 6 th July; 6 th September
All councillors	Programme update via Inform (plus reports as scheduled).	Inform issued for Full Council mtgs	CJ/AG	Inform deadline (issue date): 12 (21) July, 6 (15) September; 7 (17) November; 10 (19) January; 6 (16) March; 8 (18) May.
DX	Programme reports including budget updates	Quarterly (Finance) or as scheduled	RS	Capital and Revenue budgets monitored quarterly. Meetings 4 th August, 3 rd November.
Scrutiny	Use of DX reports or as scheduled	As DX	RS	As DX, Tuesday preceding DX.
PH (Angie Singleton)	Briefing / discussion	Monthly (or as required).	RS	31 st May, 24 th June, 9 th August and 30 th August
Leader / Group leaders	Briefing / discussion	Following TB	PH (AS)	brief at monthly meetings
Management team (ADs)	Briefing / discussion	Following TB	RS	Meetings 3 rd May, 11 th July, 19 th September
HR Manager and Union reps	121 briefing / discussion	Following TB [plus regular CEO mtgs]	AG	Meetings 19 th May, 14 th June (blueprinting), 7 th July, 7 th September
CPT (Managers Forum)	Programme update for team brief; briefings / discussions & feedback.	Six weekly	RS CJ/AG	Meetings 19 th May; 20 th July; 22 nd Sept; 23 rd November
All staff	Briefings / forums for Q&A (eg drop-ins) / information sharing via Insite [NB service based workshops for detailed	Via managers / team brief; Insite page; scheduled drop ins or corporate staff awareness sessions.	RS/ CJ/AG	Two 'all staff' briefings held on the 21 st and 30 th March and two full day drop-ins on the 7 th and 12 th April. Insite page includes business case, one-page summary, Q&A and briefing presentation. Staff awareness – 17 th May; 4 th July; 11 th August; 27 th Sept;

	design work to be scheduled separately]			24 th Oct; 23 rd Nov; 12 th Dec. Team brief deadlines 31 May; 15 Aug; 21 Sept: 21 Nov
General public	Access to public programme reports. Use of South Somerset News and corporate media channels	As DX SSN – twice yearly	CJ/AG	South Somerset News deadline: 3 June
Equalities Steering Group	Programme update reports / consultation	November / March (ESG meet 4 x per year)	RS CJ/AG	First update at 15 th March mtg. 2 nd report to Nov 16 mtg, further tbc as programme develops.

RS = Rina Singh CJ/AG = Charlotte Jones / Andrew Gillespie