

ITEM 11b

31/8/10 Draft Communication Plan for Action Plan to Implement Recommendations of Grant Procedures Review Cabinet Report:

(CAD= Community Action Derby, CIN = Compact Implementation Network, COG= Council Chief Officer Group, VCS=Voluntary and Community Sector)

Dates and timescales, to be agreed, see draft Outline Action Plan

Roles:

1. VCS Reference Group (new group to be established by VCS Team/Forum with 6 – 8 representatives from Council Engagement fora and /Forum, (see VCS Ref Group Terms of Reference).
The Group will be asked to provide detailed early comments to improve content and ensure compact compliance and appropriateness for local VCS context.
Information provided and meetings facilitated by VCS Team and CIN working group members co-ordinated through Council's Consultation Support Team.
2. Council Engagement fora (Disabled People, Minority Communities, Gender and Sexuality, 50+, Voices in Action (or Youth Opportunities Panel)
The fora will be asked to suggest potential members for VCS Reference Group and will receive updates on progress. Information provided by VCS Team and CIN working group members in coordination with Council's Consultation Support Team who facilitate fora meetings.
3. Compact Forum; Will be asked to approve consultation process, monitor progress, support wider consultation, and provide comments to improve content, ensure compact compliance and fit to VCS context. Facilitated by CAD/VCS Team.
NOTE: CIN and Compact Forum will agree how wider VCS will be kept informed of implementation of the Recommendations.
4. CIN: Council CIN members are required to carry out the recommendations in the Cabinet Report and the Group will be asked to co-ordinate and lead on carrying out the action plan, and to ensure that procedures are applicable for their departments. None Council CIN members will be asked to support the action plan and potential co-ordination with their organisations.
5. COG: Will be asked to note progress and agree adoption of new procedures etc as each section of the work is completed (and if required provide further guidance on links to Council priorities)
6. Cabinet: Will be asked to formal confirm adoption of new documents and procedures etc, as part of February VCS Cabinet Report, and other reports as required.

Additional guidance will provided by appropriate 'specialist' staff / groups eg.

- grant aid forms and agreements – DCC Legal Section,
- public documents and communication – Communication Team/Consult Team
- procurement issues – Procurement Section
- Web developments – Web Team
- Plain Talking Group – feedback on text of public documents/webpages etc

Example of Consultation Process

Details of Consultation process will be adapted to ensure they are appropriate to the particular documents/procedures under consultation.

1. First Draft created by CIN members, as a whole group, or subgroup set up by the CIN to do carry out particular task.
2. First Draft to VCS Reference Group, comments provided, meeting to discuss comments (and to Plain Talking Group)
3. Second Draft created by CIN members
4. Second Draft to wider VCS Sector, (inc, VCS Ref Group, Compact Forum, Plain English Panel). Mail outs/newsletters will co-ordinated with CIN and Compact members. Consultation will be co-ordinated the Communication Support Team to provide online documents and comment form.
5. Final Draft created by CIN members for adoption by Forum, COG, Cabinet, and other organisations as agreed.