

DELIVERY PLAN

What	When	Who
Awareness raising – attend each DLT to explain who Consultation Team are, what we do and develop two-year consultation plan.	April – May	Donna Cooper / Ged Gallagher
Organise launch and develop a plan to communicate the Consultation Policy and Toolkit to managers within the organisation – (Wider leadership team, leadership exchange update online and briefings to managers)	April - June	Donna Cooper / Andrzej Wieckowski
Set up a Sharepoint site to record consultation activity across the council – giving the Corporate Consultation Team an overview of all consultation to avoid duplication and join-up projects where appropriate	March – April	Donna Cooper & Directorate Champions
Develop a consultation portal with colleagues from the web-team to display current, past and future consultations	March – May	Donna Cooper / Web-team
Establish a consultation group, invite key officers from around the council / partner organisations, develop terms of reference, arrange quarterly meetings (rotating the chair), encourage a virtual network – to share best practice and encourage joint commissioning where appropriate.	April – June	Donna Cooper and key officers across the council and partners
Organise training for chief officers / elected members to make them aware of their responsibilities around consultation and equalities	May – July	Donna Cooper / The Consultation Institute
Arrange any necessary training of individuals within directorates who may pick up the more operational consultation projects, sort out software licenses.	May- July	Donna Cooper
Review consultation plan on a quarterly basis and monitor activity accordingly	Quarterly	Donna Cooper
Review consultation policy on an annual basis and update if necessary due to legislative changes or development in case law	Annually	Donna Cooper