

Agenda Item

Executive Board

16 August 2006

Comms TaFF Action Plan



Communications TaFF Action Plan

Summary

On 10 May, the Executive Board resolved that the recommendations of the Communications Task and Finish Forum be approved in principle with an action plan being referred to a future meeting of the Board to set out how the recommendations could be implemented. This report includes a comprehensive action plan setting out how the recommendations of the Communications Task and Finish Forum have been and will be implemented.

Recommendations

That the Executive Board approves the action plan forming part of this report.

a) Reasons for Recommendation

A comprehensive action plan setting out how the recommendations of the Communications Task and Finish Forum have been and will be implemented has been developed in response to a resolution of the Executive Board on 10 May.

b) Alternative Options

Not to approve any or some of the recommendations in the action plan.

c) Risk Considerations

A failure to make satisfactory progress in implementing the recommendations in the action plan may result in the Council being criticised in a future inspection and could also compromise the Council's reputation and budgets.

d) Policy and Budgetary Considerations

The recommendations in the action plan are in line with the Council's Communications Policy of improving its external and internal communications for the benefit of our customers, partners, members and employees. Any cost implications associated with the recommendations are shown in the action plan.

e) Date for Review of Decision

July 2007.

Main Body of the Report

1. At its meeting on 10 May 2006, the Executive Board considered the minutes of the meeting of the Scrutiny Committee held on 18 April 2006 which included the report of the Communications Task and Finish Forum.
2. The Executive Board resolved that the recommendations of the Communications Task and Finish Forum be approved in principle with an action plan being referred to a future meeting of the Board to set out how the recommendations could be implemented.

3. A comprehensive action plan setting out how the recommendations of the Communications Task and Finish Forum have been and will be implemented has been developed and is attached to the end of this report for the consideration of members.
4. The action plan also incorporates four further recommendations that were agreed by the Communications Think Tank on 23 July when members considered the ideas of Parish and Town Councils on improving communications. These ideas were suggested in response to two questions on improving communications considered by the Parish and Town Councils at the annual meetings held last March.

Legal Implications

There are no legal issues which need to be identified.

Financial Implications

The report outlines the cost of each action within the action plan.

Consultation on Reports to the Executive

The lead officers quoted in the action plan have contributed to the development of the action plan.

Background Papers

A comprehensive action plan setting out how the recommendations of the Communications Task and Finish Forum have been and will be implemented, is attached to the end of this report.

Denise Lyon,
Corporate Director - Central Services

Executive Board
16 August 2006