

Consultation Framework Project Plan

Project Title	Consultation Framework
Project Sponsor	Tracy Turner, Director for Communities
Programme / Project Manager	Paula Evans, Performance Improvement Officer
Completion Date	31 st December 2007
Document Control	Version 4

Action / Task	Person(s) Responsible	Deadline	Milestone	✓
Consultation Strategy				
Draft strategy for internal comment (Directors, members via PSC)	Paula Evans	5 April 2007	Draft Strategy completed and sent for comment to officers and members	✓
Draft strategy for external comment	Paula Evans	August 2007	Draft strategy available to public for comment	
Final strategy	Paula Evans	End September 2007	Strategy authorised and published	
Consultation Toolkit				
Develop content of toolkit and supporting processes in partnership with ECC & Rochford (Talk Essex micro-site)	Paula Evans	27 July 2007	Content of toolkit and supporting processes agreed	
Draft toolkit for consultation (<i>methodologies, procedures for authorisation/budget, evaluation and feedback</i>)	Paula Evans	August 2007	Draft toolkit submitted for consultation	
Branding of Uttlesford toolkit	Paula Evans/Richard	July 2007	Branding of toolkit agreed and authorised	

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Final toolkit	Paula Evans	29 June 2007	Toolkit available via Talk Essex	
Training on Toolkit				
Snap				
Source training provider for Snap	Paula Evans	30 March 2007	Training provider identified	√
Identify officers for training	Paula Evans	31 July 2007	Officers requiring training identified	
Undertake training	Ashley Hawkins	30 August 2007	Snap training completed	
Roll-out Snap	Paula Evans/Adrian Webb	September 2007	Snap available to all relevant officers	
Identify Consultation/ Communications User Group members	Paula Evans/Richard Auty	31 July 2007	Members identified and quarterly meetings scheduled	
Toolkit				
Source training provider for toolkit	Paula Evans	TBC	Training provider identified	
Identify officers for training	Paula Evans	TBC	Officers requiring training identified	
Undertake training on toolkit	TBA	TBC	Toolkit training completed	
Consultation Schedule				
Schedule of consultations	Paula Evans/Michael Frost	3 August 2007	Consultation schedule available via web	
Communication				
Communicate and promote toolkit use via intranet	Paula Evans/Michael Frost	31 August 2007	Uttlesford web page developed	
Set up toolkit intranet page, with strategy, schedule and feedback	Paula Evans/Michael Frost	31 August 2007	Specific elements of toolkit communicated	

Promotion of consultation framework (<i>email, workshops, Utterings, posters</i>)	Paula Evans/Michele Hatwell	Ongoing	Consultation framework promoted throughout authority	
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