

**Council Plan 2019-23
Communications and Consultation Schedule**

Channel	Issues	Date
	Consultation period begins (5 weeks)	Mon 22nd July
Ask Derbyshire	Information available on the NED consultation website. Link to online survey from this site	22 nd July
Consultation	Paper questionnaires (and reply paid envelopes) available in reception at Mill Lane	22/07 - 20/08
Website	NEDDC Website information goes live. News article on Rykneld Homes website.	22 July
All staff Email/ Extranet	Information for staff and link to online questionnaire	22 July
Social media	Regular posts on Council's Facebook page and Tweets start	22 nd July - 20 th Aug
Service Managers/Frontline staff	Email Managers re informing staff who do not have access to the internet that they can call for a paper copy of questionnaire	w/c 22 nd July
Press release	News releases in the media	w/c 22 nd July
Radio interview	Pre-recorded interview Cllr Alex Dale with Peak FM	
Posters/hard copy questionnaires	At Mill Lane office At Rykneld Homes	23 rd July
	At 3 Leisure Centres (Sharley Park, Dronfield and Eckington) At 4 Area Housing Offices (Dronfield, Killamarsh, North Wingfield and Clay Cross)	23 rd July
Screen presentations	Mill Lane reception and 3 x leisure centres	

OFFICIAL

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Consultation	Questionnaire to Citizens' Panel members	w/c 29 th July
NEWS magazine	Article in magazine. Delivery to all residents	w/c 29 th July
Stakeholders	Distribution of online link and paper copies.	w/c 29 th July
Consultation	Parish and Town Councils consultation event. Distribution of paper copies of questionnaire and small posters for local display. Mailing to Councils who could not make the event. Holymoorside and Walton requested a web version for their website.	Thursday 25 th July
Management Team	SAMT discussion and performance management workshop	August SAMT
Consultation	All Members' drop-in	
Managers	Service Managers' Forum	August meeting
Extranet	Reminder to all staff that consultation ends on Friday 23 rd August	21 st August
	Consultation period ends	Friday 23rd August