

Consultation & Communication

Appendix C

Proposed Consultation for 2014/15

Lead Officer	Detail	Purpose of consultation	Undertaken by	Survey Y/N	Date(s) when consultation will take place	Any input from Northgate? (if so provide details)
Communities	International Women's Day event	To promote local services aimed specifically at women	SSDP	N	Feb 2015	Printing of posters. PR.
Communities	Awareness raising sessions in schools	Visit schools to promote various campaigns including National Internet Safety Day, Personal Safety Day and Relationships Week.	SSDP	N	Various campaigns throughout the year	Printing. PR.
Communities	Safer Neighbourhood Meetings	Regular consultation take place quarterly at each of the six wards across the district, offering residents the opportunity to share their crime and disorder issues, help set priorities in their areas and give feedback on possible solutions suggested.	SSDP	N	Quarterly	No.
Communities	Neighbourhood Development Plans	To develop a Neighbourhood Plan for individual Parishes that will form part of the Local Plan.	Working with Parish councils and Planners	Y	When required	No.
Communities	Community Partnership Scheme	Consultation and evaluation of the service provided by the	In house	N	When required	No.

		Community Partnership scheme including organisational development and funding advice. This will help to identify areas of the district not adequately covered by the service and recognise communities that need additional capacity with support/development.				
Communities	Compact	Survey will be sent out to ascertain levels of familiarity with Compact	CVS	Y	Online	No.
Planning Policy	Local Plan Part 1	Further consultation may be required on Part 1, though it is entirely dependent on our examination which is expected to take place in September	In house	Yes	Quarter 3	Printing Support with media e.g. press releases Support on website and social media.
	Initial Consultation Local Plan Part 2	Consultation on Local Plan part 2 'Site and Settlement Boundaries'	In house	Yes	Quarter 2/3	Printing. Support with media e.g. press releases. Support on website and social media.
	Local List	Consultation on what should be included with South Derbyshire's Local List	In house	Yes	Quarter 3	Printing. Support with media, eg press releases. Support on website and social media.

Cultural Services	Leisure Facilities	for e.g. APSE, QUEST, Forestry Commission and National Forest Commission surveys. Consultation and evaluation will take place at all facilities to help benchmark the facilities and their services against others on a local and national level.	SDDC and partners	Y and N	Annually	No.
Cultural Services	Football Pitches	Questionnaire given out annually to check on satisfaction with pitches and booking service etc.	In house	Y	May/June	Printing.
Cultural Services	Open Spaces	Project specific consultation and community engagement using various media forms to reach a wide audience.	In house	Y	Postcards handed out in parks and project based work.	Support on website and social media. Printing. Graphic design. PR.
Cultural Services	Cemeteries	Questionnaires regarding service satisfaction are handed out as part of the burial pack for service users.	In house	Y	When service used	Printing.
Cultural Services	Cultural Events	The level of participation across communities at cultural events is needed to establish how successful an event is. Consultation will then take place on selected events to find out how they have heard about the event, where they have travelled	In house	Y	Programmed events	Printing. Social media. Campaign work.

		from, what they think about it and what improvements could be made to future events.				
Cultural Services – EEP	Environmental Forum	Forum members training needs identified through email and consultation event, and future programme activities based on results.	In house	Y	Quarterly	Email survey and participatory appraisal methods used at events.
Cultural Services – EEP	Free Tree Scheme	To gather information on people’s experience of the scheme and how they heard about it, where the trees will be planted, etc.	In house	Y	Oct/Nov	Survey as part of Free Tree Scheme online application.
Cultural Services – EEP	School visits	To gain feedback on school visits, ideas for future activities and measure impact.	In house	Y	Through year	Printing - Survey form given to every teacher who attends a school visit.
Cultural Services – EEP	Environmental Education events	To gain feedback on success of events and suggestions to follow up.	In house	Y	Through year	Printing - Survey forms available at most events; survey information collected at Wildlife Watch events.
Sport and Health	The National Forest Walking Festival	Both walkers and walk leaders will be consulted during the event to find out whether this project has worked in terms of attracting people to try	In house	Y	As part of event (18-30 May)	Printing evaluation forms.

		walking/joining walking groups/ increase their weekly exercise, whether they are a visitor, if/how long they stayed in the area in regards to secondary spend and to discover whether there are further links to be made with other community based walk groups and/or local authorities.				
Sport and Health	Active People Survey	Questions relating to physical activity are asked on an annual basis and help provide statistics for monitoring national indicators and local performance indicators, which will then suggest further work areas to develop.	Sport England	Y	Through year	No.
Sport and Health	School Holiday Activities	All young people who attend any of the provision provided by the Sport and Health Team will be consulted to find out whether they enjoyed the activity, where they heard about it, whether they are happy with the provision offered and what improvements can be made to future provision. This information will help evaluate	In house	Y	July/August	No.

		the existing provision and the results from the Youth and Junior Needs surveys.				
Sport and Health	Healthier South Derbyshire Events	Attendees will be asked what activities they currently attend and want to see available, whether they reach the 3 x 30 minutes of exercise per week, etc. This information will help to sign post people to more or new activities and look at the provision of existing activities against what people would like to see available. Schedule of events for 2014/15 still tbc.	In house	Y	Up to 3 per year	Design. Printing. PR. Support with web and social media.
Sport and Health	Junior and Youth Needs Survey	To ascertain updated version of junior and youth needs survey which was last conducted in 2008/9. To inform activity provision, etc.	In house/ partner support	Y	Summer 2014	PR. Survey monkey creation.

Proposed Publicity / Communication Campaigns 2014/15

Team	Task	Detail	Review / Update	Any input required from Northgate (if so please provide details)
Communities	Partnership Plan	Partnership strategy document for the next three years.	April	Internet based document.
Communities	Partnership Newsletters	Highlighting partnership activities over the previous quarter.	Quarterly	E-newsletter.
Communities	Safer Neighbourhood Meeting posters/ flyers	Information advertising the local public safer neighbourhood meetings.	Quarterly	Printing 232 copies each time (single sheets).
Communities	Liberation Day	Programmes and tickets for event.	Annual	Printing. Support with media e.g. press releases.
Cultural Services	South Derbyshire Day	Promotional materials for event including posters, flyers, activity.	Annual	Design supplied by Derby County Football Club, print only needed. Support on website and social media.
Cultural Services	Glade Programme	Advertising the Summer programme of events at The Glade	April/May	Design work required. Print Room to complete tendering process. Support on website and social media.
Cultural Services	Events at The Glade	Advertising specific events	3-4 times a year	Printing 200 tickets, 100 posters, 2000 flyers for each event – however this will depend on each touring company used as they often provide tickets/posters and flyers – just not always a given. Event programmes, e.g Dance in the Forest, Gladefest.

Cultural Services	Rosliston 20 th Anniversary	Media campaign around Food and Drink Fair and Birthday. Will include photography exhibition and other associated events.	Lead up to November	Graphic design. Web and social media support. PR and Comms for publicity. Printing for events.
Cultural Services	Refurbishment of facilities	Includes significant refurbishment of planned works at Green Bank Leisure Centre, Etwall Leisure Centre, Melbourne, etc.	Throughout year	Web and social media support. PR.
Cultural Services	Festival of Leisure	Information about the event	May	Design of posters. Printing 50 posters. Support on website and social media. Programmes for the event (2000).
Cultural Services	Town Hall/Delph	Promotional material	June	Design work for literature and website. Printing.
Cultural Services	Cemeteries	Burial pack given to all service users	October	Design work. Printing.
Cultural Services - EEP	Wildlife Watch Leaflets	Includes information on what wildlife to look out for and related sessions and activities	Jan/Feb 2015	Using existing template. Printing of 3000 copies. Support on website and social media.
Cultural Services	Xmas Lights	Information about the event	October	Design work required. Printing 50 posters. Support on website and social media.
Cultural Services - EEP	School Visits Programme	Includes information on activities, subjects, groups and facilities from the Environmental Education Project.	Spring 2015	Using existing template. Printing of 250 copies. Support on website and social media.

Cultural Services - EEP	Summer Evening Walks	Advertising all of the walks available over the summer period.	Jan/Feb 2015	Using existing template. Printing of 1500 copies. Support on website and social media.
Cultural Services - EEP	School Visit Flyers		Feb-May 2015	Using 4 x existing templates. Printing of 200 copies of each.
Cultural Services – EEP	Environmental Forum Flyer		Jan/Feb 2015	Using existing template. Printing of 300 copies. Support on website and social media.
Cultural Services – EEP	Townscape Project		Apr - Sept	Web, press, social media and printed displays.
Cultural Services	Parks & Open Spaces	Seasonal information about the parks and open spaces for noticeboards.	Quarterly	Design template for Parks information required. Printing of 120 posters (5 sites x 4 times/yr x 6 noticeboards). Support on website and social media.
Cultural Services	Trees	Tree care leaflets for web and publishing.	Annual update	Graphic design. Printing (approx. 500).
Cultural Services	Eureka Park	Community engagement programme running until June 2018. Events to publicise. Quarterly newsletter to print and publicity plan to deliver.	Review requirements annually	Graphic design. Web and social media support. PR and Comms for publicity. Printing (approx. 1000 newsletters annually).
Sport and Health	Specific session related posters/flyers/booklets	This will include new and existing sessions, such as activities associated with Village Games, Get Active dance, youth and older people's activities, health related activities,	Throughout the year – depends on demand and funding.	Most templates have been created and require updated design/text only. Printing number required dependant on activity. Support on website and social media.

		Environmental Education activities, etc.		
Sport and Health	Summer activities leaflet	Advertising all of the sessions available over the summer holidays from the Sport and Health team and partners.	May	Update of existing template and printing of 18000. Poster update and print. Support with media e.g. press releases. Support with web and social media.
Sport and Health	Term activity leaflet	Advertising all sessions available from the Sport and Health team and partners during term time.	August December March 2015	Print Room to complete tendering process.
Sport and Health	Park life	Advertising sessions and events in the local parks.	January – March	Update of design of original template. Print Room to complete tendering process for 2000 leaflets. Support on website and social media.
Sport and Health	Healthier South Derbyshire Events	Various resources needed to advertise and support the events.	Up to 3 events per year	Printing of fliers and posters (up to 50 A4 posters and 3000 A5 fliers per event). Programmes for the day (up to 500 A5 per event). Support with media e.g. press releases. Support on website and social media.
Sport and Health	Various Healthy Lifestyle campaigns e.g Fruit Friday, Stop Smoking Day, Mental Health day etc	Wide range of events throughout the year to meet the needs of South Derbyshire residents and local workforce.	Up to 10 events per year	Printing of fliers and posters (TBC depending on event). Support with media e.g. press releases. Support on website and social media.
Sport and Health	Healthy lifestyle HUBs	Local GP referral scheme	All year	Ongoing support to advertise and promote the HUBs. Leaflets and poster printing (up to 2000

				leaflets/year). Support with media e.g. press releases. Support on website and social media.
Sport and Health	Club Directory and poster	Advertising all the club activities across the District	Sept – Dec	Update of existing templates and printing of 7000. Poster update and print. Support with media e.g. press releases. Support on website and social media.
Sport and Health	Sport Awards	Advertising and resources to run the event	Oct/Nov	Posters x 50, Postcards x 1000, Certificates x 40. Support with media e.g. press releases. Support on website and social media.
Sport and Health	National Forest 10K	Partnership event	Sept	Printing of fliers and posters (approx. 2000 - 3000). Support with media e.g. press releases. Support on website and social media.
Sport and Health	'Igniting the Legacy' brochure	To recognise local athlete's successes during the year of this campaign.	Quarter 3	Design. Print. PR.
Sport and Health	Adult Activity leaflet	Main advertising leaflet for SDDC adult participation activity offer.	2 updates per year	Ongoing support to advertise and promote SDDC physical activity offer. Leaflets and poster printing (up to 2000), leaflet update. Support with media e.g. press releases. Support on website and social media.

Planning Policy	Draft Local Plan	Document will detail the strategic housing and employment sites to be allocated across South Derbyshire along with a series of Strategic and Development Management Policies.	NA – will depend on an examination in public.	Printing of documents, leaflets and questionnaires (approx 1,500) Letters notifying people of consultation (approx 900) Support with media e.g. press releases. Support on website and social media.
Planning Policy	Local Plan Part 2	Document will detail the non-strategic housing and employment sites to be allocated across South Derbyshire along with a series of more detailed Development Management Policies.	Q3	Printing of documents, leaflets and questionnaires (approx. 1500). Letters notifying people of adoption (approx. 900). Support with media eg press releases. Support on website and social media.
Planning Policy	Local List	Consultation on what should be included with South Derbyshire's Local List	Q3	Printing of documents, leaflets and questionnaires (approx. 500). Support with media eg press releases. Support on website and social media.