

Budget Consultation Programme Plan

When	What
September	
	Issue press release
	Set up project group
	Reserve venues for community workshops and town centre exhibitions
	Organise equipment and refreshments (simple, healthy and local)
	Send invitations to community consultation register
	Ask CVS to put something in their email bulletin
	Look into borrowing/hiring voting kits
	Book a room for briefings
	Request for volunteers – need someone from finance
October	
	Thank you receipt
	Project group meeting including risk analysis
	Organise incentive vouchers
	Draft event evaluation form
	Draft document and format
	Review numbers for community workshops
November	
	Project group meeting
	Article in council magazine
	Issue press release
	Make sure got enough volunteers
	Draft articles/messages for Nov or Dec
	Decide exactly what going to do at community workshops and town centre exhibitions
	Draft presentations

When	What
	Start to organise community workshop materials
	Start to organise town centre exhibition materials
	Create posters
	Plan briefing for facilitators
December	
8 th December	Cabinet
9 th to 31st December	Finalise document
	Send out reminder and agenda
	Electronic version of document onto consultation and making every penny count web page
	Print 200 copies of documents (possibly 120 for discussion groups)
	Put copies of document in customer contact centres and libraries
	Issue press release
	Promote opportunities to have a say on customer contact centre screens
	Put an article in council tenants magazine
	Put an article in members newsletter
	Put an article in news and views
	Put something on message of the day
	Update latest news section of intranet page
	Project group meeting
	Finalise presentations
	Finalise and print evaluation forms
	Finalise community workshops and town centre exhibition materials
	Send invitation to Cabinet members to attend town centre exhibitions
	Issue press release
Ask CVS to put something in their email bulletin	
Promote town centre exhibitions using customer contact centre screens	
	Draft outline for budget consultation report

Budget consultation plan

4 th Jan	5 th Jan	6 th Jan	7 th Jan	8 th Jan to 11 th Jan	12 th Jan	13 th Jan	14 th and 15 th Jan	15/18 th Jan	18 th Jan	19 th Jan
2pm Briefings for exhibitions and community workshops	Carnforth exhibition (railway) 4 to 6pm	Lancaster town centre exhibition (market gate) 11am to 3pm	Morecambe town centre exhibition (Arndale centre) 9.30am to 1.30pm	Analyse information	Pull out headline Information	Cabinet briefing on headline information	Finalise main report including detail	Sign off results report	Send results report out to Cabinet	Cabinet consider results report
	Carnforth community workshop (railway) 6.30/7 to 8.30/9pm	Lancaster community workshop (town hall or city lab) 6.30/7 to 8.30/9pm	Morecambe community workshop (town hall or Poulton Children's Centre) 2.30pm to 4.30/5pm							