

Liverpool Consultation Plan template

Start of Consultation 1st November 2014

| | Preparation & Marketing | Consultation | Communication | | | Consultation | | | | | | | | |
|---|---|--|----------------------------------|-------------------------------|---|--------------------------|-----------------------|----------------------------|---|--|--------------------------------------|--|------------------|--|
| Type | Produce documentation for publication. Agree and organise media coverage/advertising. | Present to Council & other politicians | Marketing of consultation events | Staff communication Station 2 | Staff communication - other stations in the council areas | Online surveys | Rep body consultation | Station users consultation | Public Focus Group Station closure area - Allerton | Public Meeting Station closure area - Allerton | Joint Stakeholder Business Breakfast | Joint Forum (using members of the existing IRMP forums) | Staff meeting | Staff Meeting - other stations in the council area |
| Plan Date | 4 weeks prior to start of consultation | Wk 1 | Weeks 1-5 | Week 1 | Week 2-4 | Week 1 - 12 | Week 1 - 12 | Week 1-12 | Week 3 | Week 4 | Week 5 | Week 6 | Week 8 | week 9-11 |
| Actual Date | | 02/10/2014 | | | | | | | | | | | | |
| Officer responsible or representing MFRS | Strategy and Performance/Comms | Principal Officer | Strategy and Performance/Comms | District Manager | District Manager | Strategy and Performance | Project Manager | District Manager | Principal Officer | Principal Officer | Principal Officer | Principal Officer | District Manager | District Manager |
| External Facility | | | | | | | | | TBC | TBC | TBC | TBC | | |
| Facilitator | | | | | | | | | ORS | MFRS | MFRS | ORS | | |