

Wirral Consultation Plan template

Start of Consultation 3rd October 2014

	Preparation & Marketing	Consultation	Communication				Consultation													Reporting
Type	Produce documentation for publication. Agree and organise media coverage/advertising.	Present to Council & other politicians	Marketing of consultation events	Staff communication Station 1	Staff communication Station 2	Staff communication - other stations in the council areas	Online surveys	Rep body consultation	Station users consultation	Public Focus Group Station Area 2 - WEST KIRBY	Public Focus Group Station Area 1 - UPTON	Public Focus Group NEW Station Area - GREASBY	Public Meeting Station Area 2 - WEST KIRBY	Public Meeting Station Area 1 - UPTON	Public Meeting NEW Station Area - GREASBY	Joint Stakeholder Business Breakfast - Town Centre	Joint Forum (using members of the existing IRMP forums)	Staff meeting - Station 1 and Station 2	Staff Meeting - other station in the council area	Reporting
Plan Date	4 weeks prior to start of consultation	Wk 1	Weeks 1-5	Week 1	Week 1	Week 2-4	Week 1 - 12	Week 1 - 12	Week 1-12	Week 7	Week 7	Week 7	Week 8	Week 8	Week 8	Week 9	Week 9	Week 8	week 9-11	
Actual Date																				
Officer responsible or representing MFRS	Strategy and Performance /Comms	Principal Officer	Strategy and Performance/Comms	District Manager	District Manager	District Manager	Strategy and Performance	Project Manager	District Manager	Principal Officer	Principal Officer	Principal Officer	Principal Officer	Principal Officer	Principal Officer	Principal Officer	Principal Officer	District Manager	District Manager	
External Facility										TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC			
Facilitator										ORS	ORS	ORS	MFRS	MFRS	MFRS	MFRS	ORS			