

STANDARDS COMMITTEE COMMUNICATION PLAN – MEMBERS

Message	Method	Distribution	Dates
To raise awareness of the whole ethical framework governing local authorities	Governance Matters newsletter.	Via e-mail / Intranet	Bi monthly – began October 2005
	Intranet	Via Corp Gov Pages	Update periodically when there are changes and review yearly (AGM)
	Induction	Handouts / Presentation	
	Training	Handouts / Presentation / E-learning module / DVD	
	External publications	E-mail / hardcopy.	Periodically when publications / news received.
Raise awareness of the Code of Conduct for Members, the Member/officer protocol and other local codes and protocols	Governance Matters newsletter.	Via e-mail / Intranet	Bi monthly – began October 2005
	Intranet	Via Corp Gov Pages	Update yearly
	Induction	Handouts / Presentation	
	Training	Handouts / Presentation / E-learning module / DVD	
	Pocket guide to local codes and protocols	Distributed through induction packs / training sessions	
Inform and remind Members of the need to register interests (including gifts and hospitality).	Governance Matters newsletter.	Via e-mail / Intranet	Bi monthly – began October 2005
	Intranet	Via Corp Gov Pages	Update yearly
	Induction	Handouts / Presentation	
	Training	Handouts / Presentation / E-learning module / DVD	
	E-mail reminders		Every three months.

Message	Method	Distribution	Dates
Inform, remind and explain to Members the requirement to declare interests at meetings.	Governance Matters newsletter.	Via e-mail / Intranet	Bi monthly – began October 2005
	Intranet	Via Corp Gov Pages	Update yearly (AGM)
	Induction	Handouts / Presentation	
	Training	Handouts / Presentation / E-learning module / DVD	
	Aide Memoir (to identify potential interests)	Personal email to Committee Members	Before Committee meetings
To inform Members of the role of the Council's Standards Committee –it's terms of reference, and inputs and outputs throughout the year.	Governance Matters newsletter	Via e-mail / Intranet	Bi monthly – began October 2005
	Intranet	Via Corp Gov pages	Update periodically if there are changes to committee TOR.
	Internet	Via Committee pages (created by Modern Gov)	Update pre/post each committee.
	Induction	Handouts / Presentation	
	Training	Handouts / Presentation / E-learning module / DVD	
	Standards Committee Annual Report	Published on internet / considered at Full Council	Annual
To inform Members of Standards Committee hearings outcomes.	General Press Release	Via local papers	When SC hearings are completed.
	Intranet	Portal News Bulletin	When SC hearings are completed.
To inform Members of general news relating to standards issues referred to us by other sections of the Council and / or external bodies.	Governance Matters newsletter	Via e-mail / Intranet	Bi monthly – began October 2005
	Intra-net	News Portal	
	External publications	Via e-mail / hardcopy	

Message	Method	Distribution	Dates
To raise awareness of the local assessment process and the work of the Standards Committee's Sub-Committees.	Governance Matters newsletter	Via e-mail / Intranet	Bi monthly – began October 2005
	Intranet	Via Committee and Corp Gov Pages	Updated July 2008
	Induction	Handouts / Presentation	
	Standards Committee Annual Report	Published on internet / considered at Full Council	Annual
	External publications	Via e-mail / hardcopy	
	Briefing note on the new process	Provided to each political group	September 2008

STANDARDS COMMITTEE COMMUNICATIONS PLAN – OFFICERS

Message	Method	Distribution	Dates
To inform and remind officers of their responsibilities in relation to the Council's ethical framework. For example, to register gifts and hospitality, to declare interests and other local codes and protocols.	Governance Matters newsletter.	Via e-mail / Intranet	Bi monthly – began October 2005
	Intranet	Via Corp Gov Pages	Update yearly (AGM)
	Intranet	Portal news	Once yearly
	Induction	Handouts / Presentation	
	Staff appraisal scheme	Build in governance issues into senior officer appraisal scheme	
	Away days	Handouts / presentation / DVD	
	Training	Handouts / Presentation / E-learning module / DVD	
To inform senior officers of the role of the Council's Standards Committee – it's terms of reference, and inputs and outputs throughout the year.	Governance Matters newsletter	Via e-mail / Intranet	Bi monthly – began October 2005
	Intra-net	Via Corp Gov pages	Update periodically if there are changes to committee TOR.
	Intra-net	Via Committee pages	Update pre/post each committee.
To inform officers of general news relating to standards issues referred to us by other sections of the Council and / or external bodies.	Governance Matters Newsletter.	Via e-mail / intranet	Bi monthly – began October 2005
	Intra-net	News portal	Periodically
	External publications	E-mail / hardcopy.	Periodically when publications / news received.
To raise awareness of the local assessment process and the work of the Standards Committee's Sub-Committees.	Governance Matters newsletter	Via e-mail / Intranet	Bi monthly – began October 2005
	Intranet	Via Committee and Corp Gov Pages	Updated July 2008
	Article in Democratic Services Newsletter	Via email	July 2008
	Standards Committee Annual	Published on internet	Annual

Message	Method	Distribution	Dates
	Report		
	Presentation during Democratic Services Lunchtime Seminar	Presentation / handouts	October 2008
	Message in Team Talk	Team meetings / intranet	October 2008

STANDARDS COMMITTEE COMMUNICATION PLAN – PUBLIC (Leeds Residents)

Message	Method	Distribution	Dates
To raise awareness among members of the public of the Councils ethical framework including the register of interest, codes of conduct and other codes and protocols.	About Leeds	News in Brief Items	Bi monthly – began October 2005
	Internet	Via Corp Gov pages	Update yearly
To inform members of the public of their rights of access to information related to the Council's ethical framework. For example, the register of interest, codes of conduct and other codes and protocols.	About Leeds	News in Brief Items	Periodically
	Internet	Via Corp Gov pages	Update yearly
To inform members of the public of the role of the Council's Standards Committee – it's terms of reference, and inputs and outputs throughout the year.	Governance Matters newsletter	Via internet	Bi monthly – began October 2005
	Internet	Via Corp Gov pages	Update periodically if there are changes to committee TOR.
	Internet	Via committee pages	Update pre / post committee
	Press Releases	Yorkshire Post	
To raise awareness among members of the public of the roles and responsibilities of their local councillors, including membership of committees.	Internet	Via Council and Democracy pages	
	Internet	Via the individual committee pages	
To raise awareness of the local assessment process and the work of the Standards Committee's Sub-Committees.	Governance Matters newsletter	Internet	Bi monthly – began October 2005
	Internet	Via Committee and Corp Gov Pages	Updated July 2008
	Leaflet on how to make complaints	Internet	July 2008
	Notice about changes to process	Poster in all Council buildings	July 2008
	Press notice in Council and local	Notice in About Leeds and	July and September 2008

Message	Method	Distribution	Dates
	newspapers	Yorkshire Post	
	Press release	Internet	October 2008
	Letters and Notices to all Citizen's Advice Bureaux	Poster	July 2008
	Standards Committee Annual Report	Published on internet	Annual

STANDARDS COMMITTEE COMMUNICATION PLAN – PARISH COUNCILS

Message	Method	Distribution	Dates
To raise awareness of the whole ethical framework governing local authorities.	Training	Handouts/Presentations	
	Induction	Handouts/Presentations	
	Governance Matters newsletter	Via Internet	Bi monthly – began October 2005
	Internet	Via Corp Gov pages	
	Correspondence	Standards Board publications	
Inform and remind Members of the need to register interests, and gifts and hospitality.	Correspondence	Reminders to parish clerks via letter and email	Quarterly
	Internet	Via Parish Council pages	Update yearly
	Governance Matters newsletter	Via Internet	Bi monthly – began October 2005
	Training	Handouts/Presentations	
	Induction	Handouts/Presentations	
Inform, remind and explain to Members the requirement to declare interests at meetings.	Internet	Governance Matters newsletter	Bi monthly – began October 2005
	Internet	Via Parish Council pages	Update yearly
	Induction	Handouts/Presentations	
	Training	Handouts/Presentations	
To inform Members of the role of the Council's Standards Committee – it's terms of reference, and inputs and outputs throughout the year.	Correspondence	Standards Committee Agenda/Minutes/Annual Report	Update pre / post committee
	Internet	Governance Matters	Bi monthly – began October 2005
	Internet	Via committee pages	Update pre / post committee
To inform Members of general news relating to standards issues referred to us by other sections of the Council and / or external bodies.	Correspondence	Via email and letter to parish clerks	
	Correspondence	Via Standards Board for England publications	
	Internet	Governance Matters newsletter	Bi monthly – began October 2005

Message	Method	Distribution	Dates
	Internet	Via parish council pages	
	Report	Via Parish Council Liaison Forum	
To inform Members of Standards Committee hearings outcomes.	General Press Release	Via local papers	When SC hearings are completed.
To raise awareness of the local assessment process and the work of the Standards Committee's Sub-Committees.	Governance Matters newsletter	Internet	Bi monthly – began October 2005
	Internet	Via Committee and Corp Gov Pages	Updated July 2008
	Leaflet on how to make complaints	Internet	July 2008
	Notice about changes to process	Correspondence	July 2008
	Press notice in Council and local newspapers	Notice in About Leeds and Yorkshire Post	July and September 2008
	Press release	Internet	October 2008
	Standards Committee Annual Report	Published on internet	Annual
	Training sessions on Code	Handouts / Presentation	
External publications	Via email or correspondence		