

**City Strategy Service Review
Consultation/Communication Plan**

Date & Time	Who, Where
18 November 2010	Directorate JCC Meeting
*	Assistant Director Briefings for staff to discuss options for budget savings and directorate service review:
22 November 2010*	Director – Director Group
23 November 2010*	AD (MS) – Met Development Management team AD (MS) – Met Design, Conservation, & Sustainable Development team AD (RW) – Met Engineering Consultancy team AD(RW) – Met with Network Management team AD (RR) – Met Visit York, Econ Dev Unit and Training Centre Manager
24 November 2010*	AD (MS) – Met Building Control & Land Charges AD (RW) - Met Development Management AD (RW) – Met City Development team AD (RW) – Met Transport Planning Unit team
1 December 2010	AD (RW) – Met with group staff member
8 December 2010*	AD (RR) – Met City Centre team AD (RW) – Met with group staff member AD (RW) – Met with section head
10 December 2010	AD (MS)– Met with individual section heads
13 December 2010	Director email to City Strategy staff – current thinking on service review and summary of main proposals.
14 December 2010*	AD (MS) – Met Development Management Team AD (MS) – Met City Development Team. AD (RW) – Met individually with each section head
15 December 2010*	AD (MS) –Met Building Control & Land Charges AD (MS) – Design, Conservation, & Sus Development Ad (MS) – Ian Asher’s Design and FM – 1 st formal consultation with unions and Nick Carter for HR
16 December 2010*	AD (MS) – Met Development Management Team
16 December 2010	Directorate JCC Meeting AD (RW) – Met individually with each section head AD (RW) – Met with group staff member AD (MS) – Met section head & union representative AD (MS) – Met city development staff members

17 December 2010	AD (MS)– Met Individual Section head AD (MS) – Met City Development staff member
22 December 2010	AD (MS) – Met City Development Individual staff member
24 December 2010	Director email to City Strategy staff – attaching family trees of proposed structure for comments.
29 December 2010	AD (RW) – Met with group staff member
4 January 2011	AD (MS) – Met with section head AD (MS) – Met with section head AD (MS) – Met City Development section head
5 January 2011	AD (RW) – Met individually with 3 x section heads
6 January 2011	AD (RW) – Met with MS and section head
7 January 2011	Director email to City Strategy staff – attaching latest version of proposals, and extending the consultation period to Monday, 24 th January. AD (RW) – Met with group staff member AD (RW) – Met with section head AD (MS) – Met with section heads
12 January 2011	AD (RW) – Met with group staff member
14 January 2011	Director email to City Strategy staff - attaching Supplementary Information on the CS Service Review proposals.
18 January 2011	AD (RW) – Met with 3 x group staff members individually
19 January 2011	AD (RW) – Briefs City Development team AD (RW) – Briefs Network Management team AD (RW) – Briefs Engineering Consultancy team AD (RW) – Met with 3 x group staff members individually
20 January 2011	AD (RW)– Briefs Transport Planning Unit team AD (RW)– Met with 2 x group staff members individually
20 January 2011	Directorate JCC Meeting AD(MS) – Met with section head
21 January 2011	AD (RW) – Met with group staff member AD (RW) – Met with section head
24 January 2011	AD (RW) – Met with group staff member Consultation period on CS Service Review proposals ends
25 January 2011	AD (RW) – Met with group staff member AD (MS & RW) – Met with city development

31 January 2011	AD (RW) – Met with group staff member
1 February 2011	Director – Met with Administrative & Support staff
2 February 2011	AD (MS) – Met with DCSD staff member AD (RW) – Met with 2 x group staff members individually
3 February 2011	AD (RW) – Met with group staff member
4 February 2011	Consultation period on Property Services Restructure ends
16 February 2011	Directorate JCC Meeting
16 March 2011	Directorate JCC Meeting
20 April 2011	Directorate JCC Meeting
18 May 2011	Directorate JCC Meeting
15 June 2011	Directorate JCC Meeting
20 July 2011	Directorate JCC Meeting
17 August 2011	Directorate JCC Meeting
21 September 2011	Directorate JCC Meeting
19 October 2011	Directorate JCC Meeting
16 November 2011	Directorate JCC Meeting
21 December 2011	Directorate JCC Meeting