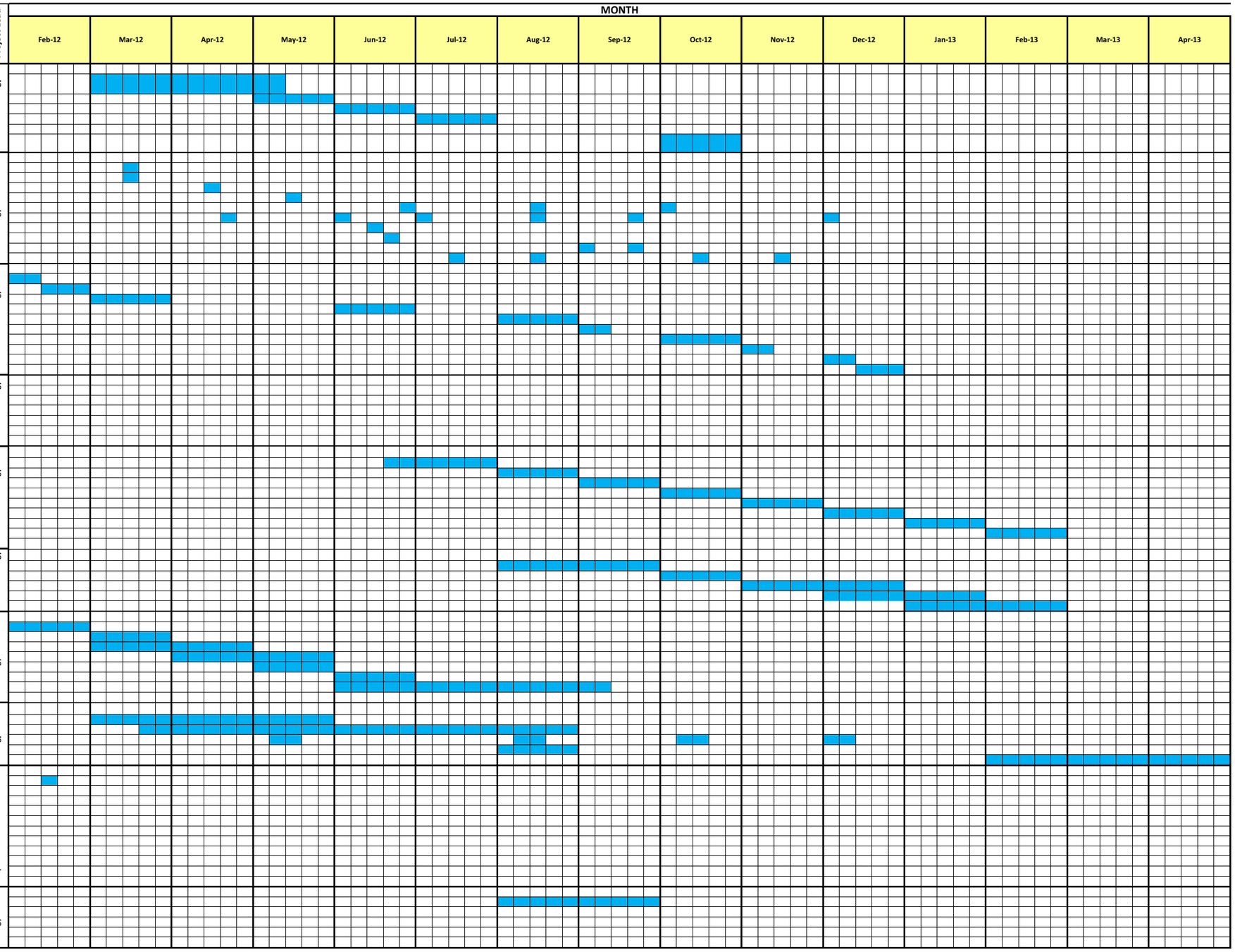
ɜnagement Plan Communications Plan

ACTIVITY	Start Date	End Date	Status	RAG	Project Lead
Induction					
Development of a new induction module to include an overview of the Council's Carbon reduction plan	March	May	Started		GM - HR Strategy
Review of draft module	May	May			
Sign off of module	June	June			
Launch of new module	July	July			
Delivery of new module	Ongoing	Ongoing			
Review of module and amends if necessary	October	October			
Internal Communications					
Climate Week - 12-17 March - ebulletin article	March	March			Energy Officer
World Water day - 22 March - ebulletin article	March	March			
Earth Day - 22 April - Pop-up and ebulletin article	April	April			
Green Office Week - 14-18 May - Pop-up and ebulletin article	May	May			
Energy/carbon saving/sustainabilty articles in ebulletin	May	Ongoing			
Cycle to work scheme - ebulletin article	June	June			
Bike Week - 16-24 June - Pop-up and ebulletin article	June	June			
Green Transport Week - 17-26 June - Pop-up and ebulletin article	June	June			
Green Champion Network and information available - ebulletin article	September	September			
Ideas Space - communicate any energy savings ideas that have been implemented	Ongoing	Ongoing			
Staff Temperature Checks					
Development of new questions to gauge staff awareness on sustainability	January	January	Completed		GM - HR Strategy
Questions signed off	February	February			
Questions added to staff temperature check	March	March			
Temperature check survey run	June	June			
Results reviewed by People Board	August	August			
Results published on intranet	September	September			
Temperature check survey run	October	October			
Results analysis and benchmarked against previous survey	November	November			
Results reviewed by People Board	December	December			
Results published on intranet	December	December			
Ideas Space					
Run Ideas Space scheme	TBC	TBC			GM - HR Strategy
Review ideas submitted	TBC	TBC			
Respond to staff who have submitted an idea outlining next steps if any	TBC	TBC			
Suggestions reviewed by Ideas Space panel	TBC	TBC			
Approved ideas implemented	TBC	TBC			
Communicate any implemented energy savings ideas through existing channels	Ongoing	Ongoing			
Staff Competencies					
Staff competencies reviewed and draft carbon reduction targets proposed	June	July			GM - HR Strategy
Proposal reviewed by the People Board	August	August			
Proposal approved by the People Board	September	September			
Proposal reviewed by CMT	October	October			
Proposal approved by CMT	November	November			
Revised competencies launched to Group Managers Network	December	December			
Revised competencies launched Council wide	January	January			
Competencies used in the ongoing employee appraisal process	February	February			
HR to monitor and report on the use of targets in the appraisal process	Ongoing	Ongoing			
Job Descriptions					
Identify job descriptions that can include a carbon reduction target	August	September			GM - HR Strategy
Provide guidance for managers who are reviewing their team job descriptions annually	October	October			
Consultation with staff	November	December			
Managers to update relevant job descriptions	December	January			
Updated job descriptions issued to relevant staff	January	February			
Green Champions Network					
Identify Green Champions Network in Adult and Community Services	February	February	Started		Energy Officer
Agree key messages for the next three months	March	March	Started		
Deliver messages to Green Champions Network	March	April			
Meet Champions monthly to gain feedback and re-emphasise key message	April	May			
Review of pilot after three months	May	May			
Lessons learned	June	June			
Recruit Green Champions Council wide	June	September			
Re-launch of the Green Champions network	September	Ongoing			
Intranet					
Update Green Champion information	March	May			Energy Officer
Review all sustainability information and ensure it's up to date	March	August			
Green/sustainability articles and news on homepage	May	Ongoing			
Update and publish new Green Office Guide	August	August			
Development of an online sustainability forum on the Council's intranet	2013	2013			
Press Releases					
Council announces major new scheme delivering homes for local people	February	February			Corporate Communications Team
Press Releases - sustainability, carbon reduction etc	February	Ongoing			
Council Website					
Carbon Management Plan made publicly available on the Council's website	August	September			Energy Officer