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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Perceptions Survey 2014 - Action plan** | | | | | | **RECOMMENDATION** | **OWNER** | **ACTIONS** | **TIMESCALE** | **PROGRESS** | | **Improve members’ access to information** | | | | | | 1. Take steps to segment audiences and provide more targeted information | David Holdstock | Review findings of the perceptions survey and develop more targeted communications | June 2014 | Perceptions survey undertaken and results presented to Leadership Board in February 2014. Survey for 2014 to be undertaken between October and December 2014. | | David Holdstock  Heads of Group Office | Undertake further work to develop and promote e-bulletins to backbench councillors and review take-up. | Ongoing | Work has already started to identify optimum style, time and content. | | Claire Holloway Andrea Patrick  Laurence Meehan | Refresh bespoke membership packs for all councillors. | January 2014 | New tailored membership packs were distributed to councils in January 2014. | | 1. Further develop the LGA’s digital communications offer | David Holdstock Laurence Meehan | Work will be launched to review content and design of the website to make better use of it as a key communications channel and better integrated with social media | June 2014 | This is underway | | Undertake a review of the LGA’s social media activity and develop a strategy, plan and grid of activity to complement other LGA work. | March 2014 | This is underway | | Further develop digital monitoring tools | January 2014 | Statistics on usage are already being reported. This will be further developed to look at ‘reach’. | | 1. Ensure events programme continues to reflect members’ interests | Amanda Cowen  Principal advisors | Continue to develop our events programme with a focus on regional & free events and highlight to members. | January 2014 | Maintain the target of 70% free events a year and continue to offer regional events. | | 1. Increase awareness of our lobbying and public affairs activity | David Holdstock  Laurence Meehan | Produce an annual ‘LGA in Parliament’ report for member authorities, Vice Presidents, Parliamentarians and other key individuals/organisations. | April/May 2014 | First annual report to be published at the end of the parliamentary year. | | Further promote our parliamentary bulletin to a wider range of councillors and officers. | Ongoing | This has already been extended to include chief executives and leaders. | | Launch the LGA’s local public services public affairs network | June/July 2014 | This will be launched during the summer conference season, including LGA annual conference | | **Widen range of councillors targeted, with particular focus on backbenchers** | | | | | | 1. Widen channels to reach backbench councillors in new ways | Laurence Meehan  Heads of Group Office | Make greater use of video, using Leadership Board members and Chairs of boards to communicate short messages to members on key issues (such as funding, council tax support, planning and so on) | Ongoing | These will be used on the day to support our media responses to stories that impact on the sector.  (See action 2) | | 1. Improve general information about LGA, particularly on the website, with benefits of membership more clearly and compellingly explained. | Cathy Boyle | Review and update website pages and include benefits of membership | April 2014 | In progress  (See actions 1 and 2) | | Cathy Boyle  Claire Holloway | Further enhance new members’ welcome packs, incorporating updated Councillors’ Guide. | June 2014 | Following major review in 2013, Councillors’ Guide being updated again for 2014 | | 1. Implement new, more targeted suite of leadership programmes | Pascoe Sawyers  HGOs | Review take up and feedback for new programmes | Ongoing | New programme launched, with greater emphasis on Group specific sessions where appropriate and closer involvement of groups. | | **Strengthen the LGA’s approach to relationship management** | | | | | | 1. Continue planned programme of visits by Chairman, CX, directors, Principal Advisers and other senior staff | CX, Directors, PAs  HGOs | Maintain forward plan and log issues arising | Ongoing. | More than 600 visits undertaken in 2013.  Work beginning on new CRM system to better record outcomes of visits and other contacts | | 1. Maintain relationships with key members in councils | HGOs | Group programmes of contact via Group Executives and Lead Peers, regional meetings and seminars etc | Ongoing | Ongoing programmes of activity through Group Offices | | **Clearly communicate the LGA’s improvement offer to councils** | | | | | | 1. Communicate a clear menu of improvement support available, in particular on the LGA website | Dennis Skinner  Hannah Berry | Sector-led improvement awareness campaign being developed. | Planned launch  March 2014 | Campaign plan currently being developed. | |  |