

### Corporate Plan Consultation Timetable

Date	Activity
w/c 25/2/19	Finalise Draft Corporate Plan for consultation and arrange layout
6/3/19 & 20/3/19	Strategic discussions with EG <ul style="list-style-type: none"> <li>- 6/3/19 – discussion around common purpose / language / formatting</li> <li>- 20/3/19 – discussion around performance measures for plan with support from Gordon Weir</li> </ul>
11/3/19	Consultation of draft plan internally and externally commences with formatted Corporate Plan prepared with a covering message from Peter positioning plan in context of previous consultation exercise sent out externally and internally <ul style="list-style-type: none"> <li>- External stakeholders consulted through email and invited to comment on the plan (EG to supply key consultation contacts)</li> <li>- Staff consulted through all staff email and feature intranet article inviting them to comment on the plan</li> <li>- Partnership forum consulted via personalised email from Peter</li> <li>- Inspection Volunteers consulted via message from Involvement team on behalf of Peter</li> <li>- LMS discussion forum open to all staff</li> </ul>
28/3/19	Peter to update Board on Corporate Plan consultation
15/4/19	Consultation closes
By 6/5/19	Finalise plan ready for publication – proofing, formatting, content changes in light of consultation
End April / May	Directors hold Directorate Days to involve staff in developing Directorate Plans in light of final Corporate Plan
19/6/19	Formal approval from Board
30/6/19	Plan published on CI website and distributed widely across workforce and sector

#### **Key principles for consultation**

- It will build on the previous consultation so we will position the materials with that in mind
- Plan will be available in online and hard copy format
- It will be offered in alternative languages on request
- We will reach out via survey monkey, face to face discussions and an online discussion forum as part of the consultation approach
- Follow up message on the consultation feedback with a short note saying thanks and how the feedback shaped the plan to all who participated

Updated 26 Feb 2019 JG