

Communication Working Group notes Monday 3rd November 2014

Present: Alan Aburrow, Sheila Preece, Alan Preece, David Mayer, Helen Furber, Maggie Clarke, Andrew McGrath

Apologies: Gay Huggins

- David went through the draft Neighbourhood Partnership Plan in advance of the away day on Saturday 15th November. The plan needs to have appropriate strategic-oriented elements. These higher strategic aims are what the NP will be asked to agree on the away day. Each working group will be asked to identify its strategic priorities. Andrew reminded the meeting of the need to translate these priorities in to meaningful actions. The Coordinator, Neighbourhood Officer (Gary) and others will be monitored and judged on the progress made against identified actions. All actions will be subject to performance management. The group agreed that the Comms group priorities are correct.
- The group agreed that the spend profile developed by David is extremely useful and illustrates the achievements of the NP very effectively.
- There followed a discussion on the proposed NP citywide meeting. Reps are concerned that the proposed event on 7th February 2015 doesn't have much value for reps and that the discussion at the first planning events in August seemed to be suggesting a different type of event. What will be the benefit of the event if it merely involves break-out groups discussing issues that are not relevant to all. Andrew was asked to arrange a meeting with Hayley and Gemma to discuss concerns about what is planned. **Action:** Andrew **Afternote:** Meeting took place on Monday 10th November. A way forward was agreed.
- Further to this discussion, Helen asked Andrew to forward the citywide table of each NP's membership structure. **Action:** Andrew. **Afternote:** Sent to Helen
- The Coordinator corrected a previous statement regarding the Communications budget for this year. There is no longer an

NP-specific budget for communications. The NP is free to use its devolved funds for communication projects if it wishes. There is a central communications budget held, which the NP can apply to for specific items.

- The group agreed that it would like to continue with the Bristol 9 ads. These are quarterly and cover approximately 90% of the NP area. Andrew asked to find out the cost of 4 full page and half page ads, and investigate if the central Comms budget will pay for this. **Action:** Andrew. **Afternote:** Each half page ad costs = £95 (+ VAT); each full page ad costs = £150 (+VAT). Total cost for a year: Half page = £380 (+VAT); Full page: £600 (+VAT)
- The on-going discussion on improving the NP website continues. Andrew informed the group that there was a meeting later in the week between NP Coordinators and the BCC Corporate Comms Team. Andrew would put to them the request for improved websites, now that the contractual relationship with Knowle West Media Centre has apparently come to an end. **Action:** Andrew. **Afternote:** Need for improved independent websites was put to the Comms team. They were unable to provide an instant response. This will now be chased up
- There is no staff structure on the BCC website. Andrew stated that there are directorate structures on the in-house Intranet site. **Afternote:** Andrew can distribute these structures but they are very detailed.
- Date of next meeting. 7pm Monday 12th January. Venue (tbc)