

## COMMUNICATION PLAN

### Purpose

The Communications Plan will seek to:

- ensure that the business of the Forum is conducted in an inclusive and open manner allowing its members and the wider public the opportunity to comment on and participate in the work of the Forum.

To achieve this the Forum will ensure the timely flow of all papers relating to meetings including:

- agendas
- minutes of meetings
- reports

and ensure that these are open and accessible through a variety of media, prior to and preceding any meeting, enabling its members and the wider public the opportunity to participate in its business.

The Communications Plan sets out a framework which will enable the Forum and the sub groups within the Forum to communicate and work effectively with each other and the wider public.

### Structure of the Forum

The Forum is comprised of the following groupings:

**The full Forum** is an assembly for the discussion of local and national access issues and is open to anyone or body.

**A Core Group** which is responsible for facilitating and progressing the business of the Forum and consists of representatives nominated by the respective interest groups within the Forum membership.

**Topic or Area Working Groups** which can be appointed for the purpose of advising the Core Group and Forum on either topic based or area based matters.

### Monitoring and Review

The Communications plan will be monitored on an annual basis and amended accordingly to address any deficiencies.

## CLACKMANNANSHIRE ACCESS FORUM

<b>THE CORE GROUP</b>	<b>KEY ACTIONS</b>	<b>OUTPUTS</b>
<p>The Core Group is accountable to:</p> <ul style="list-style-type: none"> <li>• the Forum</li> <li>• Clackmannanshire Council a</li> <li>• the wider population.</li> </ul> <p>The Core Group will meet at least quarterly.</p> <p>The production, administration and dissemination of all papers relating to the business of the Core Group will be undertaken by Clackmannanshire Council.</p>	<p>Contact details of the Core Group representatives placed on the Clacks Web and available through the Access Officer.</p> <p>Dates of meetings agreed at the inaugural meeting and advertised on the Clacks web and in the local press.</p> <p>A closing date of two weeks prior to a meeting is set for the inclusion of items on the agenda before a meeting.</p> <p>Agenda agreed with the Chair of the Forum and Clackmannanshire Council two weeks prior to the meeting of the Core Group.</p> <p>Minutes, Agenda and reports produced and disseminated to the members of the Core Group two weeks in advance of any meetings.</p> <p>Minutes, Agenda and reports produced and will be available to the members of the Forum and the wider public two weeks in advance of any meetings. Through the following sources:</p> <ul style="list-style-type: none"> <li>• the Clacks web site</li> <li>• the Access Officer</li> <li>• open to inspection at Council offices.</li> </ul>	<p>Members of the Forum and the wide public are aware of who is responsible for representing the various interest groups within Clackmannanshire.</p> <p>The Forum and the wider public are aware in advance of the dates when the business of the Forum will be progressed.</p> <p>Members of the Forum are able to forward issues for inclusion and discussion by the Core Group.</p> <p>The Council endorses the activities and statutory duties of the Forum.</p> <p>Members of the Core Group are given time to consider and prepare for the meeting.</p> <p>The minutes, agenda and reports for meetings are accessible to the Forum members and the wider public available in a variety of media and through a variety of sources. Forum members and the wider public are given the opportunity to forward and discuss their concerns on items or issues on the agenda with the appropriate representative on the Core Group.</p>

## CLACKMANNANSHIRE ACCESS FORUM

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<b>THE CORE GROUP</b>	<p>Members of the Forum and the wider public are given the opportunity to forward comments to the appropriate representative on Core Group through:</p> <ul style="list-style-type: none"><li>• the Clacks web</li><li>• directly by post.</li></ul> <p>Members of the Forum and the wider public are given the opportunity to meet with an appropriate representative on the Core group to discuss.</p>	
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## CLACKMANNANSHIRE ACCESS FORUM

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<b>THE FULL FORUM</b>	<b>KEY ACTIONS</b>	<b>OUTPUTS</b>
<p>The Forum is accountable to:</p> <ul style="list-style-type: none"> <li>• Its members</li> <li>• Clackmannanshire Council</li> <li>• The wider public.</li> </ul> <p>The Forum will meet at least twice annually.</p> <p>The production, administration and dissemination of all papers relating to the business of the Core Group will be undertaken by Clackmannanshire Council.</p>	<p>Dates of meetings agreed at the inaugural meeting and will be advertised on the Clacks web and in the local press.</p> <p>A closing date of two weeks prior to a meeting is set for the inclusion of items on the agenda before a meeting.</p> <p>Agenda agreed with the Chair of the Forum and Council two weeks prior to the meeting of the Forum.</p> <p>Minutes, Agenda and reports are produced and disseminated to the members of the Forum two weeks in advance of any meetings.</p> <p>All of the papers will be available to the wider public through the following sources:</p> <ul style="list-style-type: none"> <li>• the Clacks web site</li> <li>• on request from the Access Officer</li> <li>• open to inspection at Council offices.</li> </ul>	<p>The Forum and the wider public are aware in advance of the dates for meetings.</p> <p>Members of the Forum are able to forward issues for inclusion and discussion.</p> <p>Members of the Core Group are given an opportunity to prepare for the meeting.</p> <p>The minutes, agenda and reports for meetings are accessible to the wider public, and available in a variety of mediums and through a variety of sources. The wider public are given the opportunity to become involved in the activities of the Forum.</p>

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<b>WORKING GROUPS</b>	<b>KEY ACTIONS</b>	<b>OUTPUTS</b>
<p>Working groups will be accountable to:</p> <ul style="list-style-type: none"> <li>• The Core Group</li> <li>• The Forum</li> <li>• Clackmannanshire Council</li> <li>• The wider public.</li> </ul> <p>Topic or Area groups will meet as and when required.</p> <p>Minutes of meetings will be taken by a member of a working group approved by the Core Group.</p>	<p>Contact details of a representative of each Working Group will be placed on the Clacks Web and available through the Access Officer.</p> <p>The Core Group will be notified of the dates of meetings. The dates of meeting will be placed on the Clacks web.</p> <p>A closing date of two weeks prior to a meeting is set for the inclusion of items on the agenda before a meeting.</p> <p>Agendas for meetings will be agreed by the Chair of a Working Group and the Chair of the Core Group. Copies of minutes, agenda and reports will also be forwarded to the Core Group for approval. When appropriate, a member of a Working Group may be asked to report to a meeting of the Core Group</p> <p>Minutes, agendas and reports will be produced and disseminated two weeks in advance of any meetings.</p> <p>Minutes, agendas and reports produced and will be made available to the Forum and the wider public through the following sources:</p> <ul style="list-style-type: none"> <li>• the Clacks web site</li> <li>• on request from the Access Officer</li> <li>• open to inspection at Council offices.</li> </ul>	<p>Members of the Forum and the wider public are able to contact the Working Groups.</p> <p>The members of the Forum are aware in advance of the meetings of Working groups.</p> <p>Members of the Forum are able to forward issues for inclusion and discussion by Working Groups.</p> <p>The Core Group endorses the activities of the Working groups.</p> <p>Members of the Working Groups are given an opportunity to prepare for the meeting.</p> <p>The minutes, agenda and reports for meetings are accessible to the Forum members and the wider public and available in a variety of mediums and through a variety of sources. Forum members and the wider public are given the opportunity to forward and discuss their concerns on items or issues on the agenda with the appropriate representative of the Core Group.</p>

