



Annual Communications Reporting & Evaluation – current year (in blue) and Planning- future year (in red)

APRIL Q4/full year review Strategic Communications Group meeting 6 monthly Communications Audit	MAY Management Team report/update Members report/update Service Managers Forum update	JUNE News & Views Q1 summary for MT and Members (workshop for Members)	Q1
JULY Q1/ review Strategic Communications Group meeting	AUGUST Management Team report/update Members report/update Service Managers Forum update	SEPTEMBER News & Views Q2 summary for MT and Members (workshop for Members)	Q2

<p>OCTOBER</p> <p>Q2/ review</p> <p>Strategic Communications Group meeting</p> <p>6 monthly Communications Audit</p> <p>Outline Communications planning (Corporate Communications team)</p>	<p>NOVEMBER</p> <p>Management Team report/update</p> <p>Members report/update</p> <p>Service Managers Forum update</p> <p>Outline Communications planning (Strategic Communications Group)</p>	<p>DECEMBER</p> <p>News & Views Q3 summary for MT and Members (workshop for Members)</p> <p>Outline Communications planning (Corporate Communications team)</p>	Q3
<p>JANUARY</p> <p>Q3/ review</p> <p>Strategic Communications Group meeting</p> <p>Communications planning –workshops (Elected Members)</p> <p>Communications planning –workshops (Strategic Communications Group)</p>	<p>FEBRUARY</p> <p>Management Team report/update</p> <p>Members report/update</p> <p>Service Managers Forum update</p> <p>Communications planning –workshops (Service Managers)</p>	<p>MARCH</p> <p>News & Views Q4 summary for MT and Members (workshop for Members)</p> <p>Corporate Communications plan completed</p>	Q4