

Hart District Council and Rushmoor Borough Council

Working Together – Communication Plan June and July 2022

Version 0.2

When	Who is the audience	Proposed key messaging	How will it be achieved	Lead Officer/Member	Outcome
June	Executive Leadership Team Rushmoor (6 th June 2022)	<ul style="list-style-type: none"> Presentation/consultation/engagement on content of Cabinet Report 	Teams/Meeting Briefing Copy of Report/Presentation	Chief Executive	Ensure all senior officers are aware of purpose and content of Cabinet report and current political thinking (as far as it is known)
	Corporate Management Team Rushmoor (14 th June 2022)	<ul style="list-style-type: none"> Presentation/consultation/engagement on content of Cabinet Report Explain political context and reasons for the report Reassure senior management about the process and their input to future changes Discuss honestly potential impact and likelihood of proposals proceeding 	Teams/Meeting Briefing Copy of Report/Presentation	Chief Executive	Clarity on proposals and reasons for report Clarity on next steps Reassurance
June	Senior Leadership Team Hart (7 th June 2022)	<ul style="list-style-type: none"> Presentation/consultation/engagement on content of Cabinet Report Presentation/consultation/engagement on content of Cabinet Report Explain political context and reasons for the report 	Teams/Meeting Briefing Copy of Report/Presentation	Chief Executive(s)	Ensure all senior officers are aware of purpose and content of Cabinet report and current political thinking (as

		<ul style="list-style-type: none"> • Reassure senior management about the process and their input to future changes • Discuss honestly potential impact and likelihood of proposals proceeding 			far as it is known) Clarity on proposals and reasons for report Clarity on next steps Reassurance
June	Cabinet Members Hart (6 th June 2022)	<ul style="list-style-type: none"> • Presentation/consultation/engagement on content of Cabinet Report • Why we are doing this – as described in report • The Benefits – as described in report • Opportunity to debate the report and raise concerns 	Teams/Meeting Briefing Copy of Report/Presentation	The Leader(s)	Ensure all Members of the Cabinet understand the proposals and support them
June	All Members Rushmoor (14 th June)	<ul style="list-style-type: none"> • Presentation on content of Cabinet Report • Why we are doing this – as described in report • The Benefits – as described in report • Opportunity to debate the report and raise concerns 	All Member Briefing	The Leader	Ensure all Members are aware of the report and have had the opportunity to
June	Other Members Hart (30 th June TBC)	<ul style="list-style-type: none"> • Presentation on content of Cabinet Report • Why we are doing this – as described in report • The Benefits – as described in report • Opportunity to debate the report and raise concerns 	All Member Briefing	The Leader	Ensure all Members are aware of the report and have had the opportunity to
June	Staff and Unions Rushmoor (16 th June email from CX and all staff briefing 5 th July)	<ul style="list-style-type: none"> • Leading politicians from Rushmoor and Hart Councils want the councils to work more closely – explaining reasons and background • We are not merging the Councils • This will commence by agree a range of initiatives in a 	All council email from Chief Executive Backed up intranet/social	Chief Executive Directors/Heads of Service Comms Team	Ensure staff are aware of proposed process and potential changes Reassure

		<p>Cabinet Report and publishing a joint statement of working together outlining the reasons and benefits</p> <ul style="list-style-type: none"> • The next steps will be to do more work to identify if it is a good idea to move to a shared Chief Executive between the councils • We will also do more work to look at which services might be capable of being sharing between the councils. This will require the development of business cases to explore the pros and cons • This programme of work is at an early stage. We will consult fully with all staff involved in any changes. There may be new opportunities brought about by these changes, but we are also aware that staff will feel nervous. • We are committed to making any changes transparently so please talk to your line manager or Head of Service if concerned 	<p>media communication</p> <p>All staff briefing (Staff Live)</p> <p>Team Briefings (Directors and Heads of Service to lead – preferably face-to-face)</p>		<p>Be transparent</p> <p>Provide opportunity for discussion and to raise concerns</p>
June	Staff and Unions Hart (w/c 13 th June)	<ul style="list-style-type: none"> • Leading politicians from Rushmoor and Hart Councils want the councils to work more closely – explaining reasons and background • We are not merging the Councils • This will commence by agree a range of initiatives in a Cabinet Report and publishing a joint statement of working together outlining the reasons and benefits • The next steps will be to do more work to identify if it is a good idea to move to a shared Chief Executive between the councils • We will also do more work to look at which services might be capable of being sharing between the councils. This will require the development of business 	<p>All council email from Chief Executive(s)</p> <p>Backed up intranet/social media communication</p> <p>Team Briefings (Heads of Service to lead – preferably face-to-face)</p>	<p>Chief Executive(s)</p> <p>Heads of Service</p>	<p>Ensure staff are aware of proposed process and potential changes</p> <p>Reassure</p> <p>Be transparent</p> <p>Provide opportunity for discussion and to raise concerns</p>

		<p>cases to explore the pros and cons</p> <ul style="list-style-type: none"> • This programme of work is at an early stage. We will consult fully with all staff involved in any changes. There may be new opportunities brought about by these changes, but we are also aware that staff will feel nervous. • We are committed to making any changes transparently so please talk to your line manager or Head of Service if concerned 			
June/July	Public - Rushmoor and Hart	<ul style="list-style-type: none"> • Rushmoor and Hart are working together more closely • We are not merging the Councils • We continue to meet our pledges set out in the Corporate Plans • This will mean better services at potentially lower cost • Very exciting opportunity • Outline of next steps • Will keep you updated via our website and news releases 	<p>Press Release</p> <p>Interviews</p> <p>Articles on website</p>	Leaders	<p>Promote the idea</p> <p>Inform the public</p> <p>Promote the benefits</p>
July	Other elected representatives - Rushmoor and Hart (Town and Parishes, MP's, HCC Councillors)	<ul style="list-style-type: none"> • Advise on the intention to work together, the reasons and the benefits together with emphasis on the wider intended benefits for Hampshire as whole • Advise on further collaboration as an important step, with an agreement to a statement of intent, which exemplifies how we can work together as partners and in doing so, protect our front-line services, for our residents and communities 	Letter from joint Leaders	Leaders	<p>Ensure key stakeholders are aware of intentions</p> <p>Build trust</p>
July	Other Local Authorities in Hampshire - Rushmoor	<ul style="list-style-type: none"> • Advise on the intention to work together, the reasons and the benefits together with emphasis on the wider 	Letter from Chief Executives/joint	Chief Executives (s) Leaders	Ensure key stakeholders are

	and Hart	<p>intended benefits for Hampshire as whole</p> <ul style="list-style-type: none"> • It does not mean the cessation of partnerships already in place with other local authorities, but does provide a strategic alternative when opportunities arise, to consider value for money • To lead this process, our first action will be (if this approach is agreed) to appoint a single chief executive, across both organisations, who's role will be to lead on bringing together those services which would benefit from greater integration and collaboration 	Leaders		<p>aware of intentions</p> <p>Build trust</p>
July	<p>Basingstoke and Deane – Hart</p> <p>(Note may need to develop further messaging depending on existing partnerships)</p>	<ul style="list-style-type: none"> • Rushmoor and Hart are looking to work together more collaboratively in the future, and these are our first steps to take this forward. • We do not anticipate an immediate exit from arrangements with partners such as yourselves but will look for natural opportunities to review our delivery models, as we would do normally to ensure ongoing value for money and strategic alignment. 	Email from Chief Executive(S)	Chief Executive(s)	Inform and reassure
July	<p>5 Councils Partnership - Hart</p>	<ul style="list-style-type: none"> • Rushmoor and Hart are looking to work together more collaboratively in the future, and these are our first steps to take this forward. • We do not anticipate an exit from the Capita contract, however it does provide the Council with a useful exit strategy for many services currently provided by Capita, when the contract concludes in 2025 • It may mean a change to the representatives at the Strategic Management Board, and other key meetings, over time. 	Email from Head of Paid Service	Head of Paid Service	5 councils reassured that this does not alter the existing contract (except for membership of meetings)