

## Savings Programme: engagement

*A paper from the Director of Savings and the Head of Central Communications*

### Purpose

1. This paper presents an outline schedule for consultation on the seven savings strands up to December 2011. The Savings Programme Board has had an initial discussion of the timing and the schedule at Annex A, along with the questions to Board below, reflect its comments. The Management Board is asked for its views at this stage, to help future planning. The Management Board will have another opportunity to consider how and when to engage Members, staff and other stakeholders on the savings programme at its additional meeting on 1 July, by which time we will have received outline business cases from each of the seven strands.
2. The paper also presents information on other programmes and activities going on within the House, in the form of a “communications grid”, so that decisions on scheduling can be taken in the wider corporate context (see Annex C).

### Matters for discussion

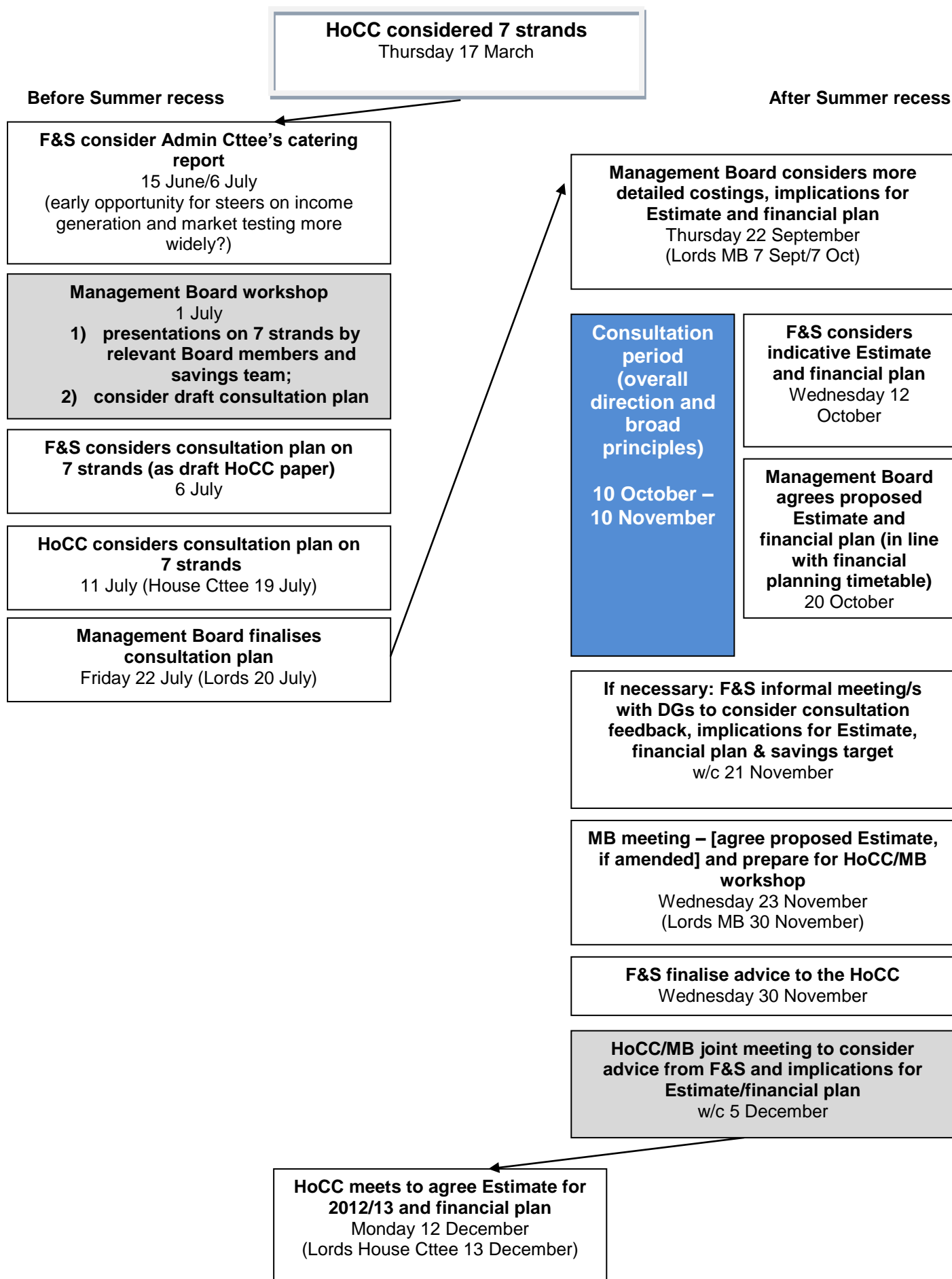
3. The Management Board is asked to comment on the schedule presented at Annex A, in particular:
  - a. **To agree that a consultation plan should be taken to the Finance and Services Committee and the Commission before the summer recess** so that we can plan for the autumn. This would set out the suggested timetable for consultation, the method/s of consultation and identify the key policy issues arising from the seven strands.
  - b. **To agree whether a consultation document needs to be considered first by the Finance and Services Committee and the Commission before it can be published.** The schedule at Annex A assumes this is *not* required, based on the view of the Savings Programme Board. If it does need first to go through Member committees, this is likely to reduce the period for consultation from 5 to 4 weeks, assuming it would be agreed at the Commission’s meeting on 17 October. Feedback from the consultation on the initial savings suggested that some Members and staff felt that the consultation was presentational only as decisions had already been made by taking proposals first through the Board and committees.
  - c. **To consider how engagement on individual strands should be managed.** Is it appropriate for the individual strands to engage with Members and staff before the autumn as part of evidence-gathering, or should they hold back until after consultation on the whole in the autumn? The communications grid at Annex C shows the intention of some of the strands to communicate and discuss emerging thinking this side of the summer.
  - d. **To agree the timing of the consultation period, which on the basis of the schedule at Annex A would run from 10 October until 10 November** (this will of course depend on consideration of the points above). The intention would be to consult on principles, criteria, overall direction and financial profile, to inform the financial planning round, with detailed consultation on each of the seven strands to follow after Christmas on a rolling basis (see e below). Launching consultation any earlier would mean starting it during the conference

weeks in September when the House is not sitting, which the Programme Board felt was inappropriate.

- e. **To agree that specific consultation exercises on the detail of each of the seven strands should be managed on a rolling basis after Christmas.** This will help tailor engagement with groups relevant to each strand. It also provides the flexibility of being able to time staff engagement appropriately, for example, if we want to consult on a difficult staffing matter and we are simultaneously engaged in pay negotiations, we would have the flexibility to reschedule.
  - f. To note that many of the savings areas will require engagement with the Lords in advance of wider consultation. Dates of relevant Lords Management Boards and House Committee meetings are shown on the schedule. A full list of meeting dates is provided at Annex B. The Lords have asked for a copy of this paper to go to their 6 June meeting as a take note item. **It is suggested consultation timing is one of the items discussed at the joint meeting of the two Management Boards on 14 June; does the Board agree?**
4. Annex A focuses on engagement in the autumn, but the Board should be aware that there is rising discomfort, expressed by the TUS for example, about the lack of information on the seven strands available now. There is suspicion that documentation exists that is not being shared and that when information does emerge after business cases have been submitted in June, it will be too late for people to influence decisions. The savings team has reinforced the timetable with the TUS, that we ourselves are not expecting to receive documentation until mid June, and is arranging meetings for John Borley and Andrew Walker to meet with the TUS in the next couple of weeks to be briefed on the three strands of greatest interest to them (estate, market testing and people and work). That is not proving to be enough to allay concerns. The matter will be raised at a meeting of all strand leaders on 18 May to see if there is any information that can be provided at this stage or whether other strand owners or leaders might also meet with the TUS.

Elizabeth Honer/Marianne Cwynarski  
11 May 2011

### Annex A: Savings Programme - Engagement Up to December 2011



### Annex B: meeting dates for remainder of 2011

*(Note: dates of Board meetings September-November may be subject to change)*

<b>House of Commons</b>		
Management Board	14 June	Joint with Lords
	29 June	
	1 July	additional
	22 July	
	22 September	
	20 October	
	23 November	
	14 December	
Finance and Services Committee	15 June	
	6 July	
	7 September	
	12 October	
	30 November	
Commission	20 June	
	11 July	
	12 September	
	17 October	
	14 November	
	12 December	
Administration Committee	Every Monday	
<b>House of Lords</b>		
Management Board	8 June	
	14 June	Joint with Commons
	6 July	
	20 July	
	7 September	
	7 October	
	2 November	
	30 November	
19 December		
House Committee	21 June	
	19 July	
	13 September	
	18 October	
	15 November	
	13 December	

## Annex C: Communications grid

Communication activities in chronological order (all)			
Activity	Date	Audience	Communication method
Accommodation Policy	30-May	TBC	TBC
Appointment of a Market Testing team leader	30-May	All staff	Announcement on the intranet/Caps News (June)
Appointment of a People and Work team leader	30-May	All staff	Announcement on the intranet/Caps News (June)
Promotion of the 2011 staff survey	30-May	All HoC staff and PICT	CAPS News, intranet, departmental newsletters etc
Announcement of new BRR coordinator	13-Jun	All HoC staff and PICT	CAPS News, intranet etc
Communication of ICT Strategy	30-Jun	All PN users	Most comms channels in both Houses
Communication of ICT Strategy	30-Jun	Trade press?	
Strategic Property Review	30-Jun	Staff/Members/Unions	Face to face
Launch of Respect Policy	30-Jun	All HoC staff	CAPS News, intranet, departmental newsletters etc
Launch of new Health and Safety Policy	30-Jun	All internal audiences	Intranet, CAPS News, Commons View/Quarterly etc
Announcement of the new Clerk of the House	30-Jun	All internal audiences	Intranet, CAPS News, Commons View/Quarterly etc
Staff Survey - field work period	01-Jul	All HoC staff and PICT	
Communication of Print 2 Web business case	11-Jul	Members - their staff/HoC + HoL staff	Commons Quarterly/CAPS News/Commons View
Communication of ICT Strategy	11-Jul	Members - their staff/HoC + HoL staff	Commons Quarterly/CAPS/Red Carpet/Commons View
Communication of Estate bus. case	11-Jul	Members - their staff/HoC + HoL staff	Commons Quarterly/CAPS News/Commons View
Communication of Market Testing bus. case	11-Jul	Members - their staff/HoC + HoL staff	Commons Quarterly/CAPS News/Commons View
Communication of public engagement bus. case	11-Jul	Members - their staff/HoC + HoL staff	Commons Quarterly/CAPS News/Commons View
Communication of people and work bus. case	11-Jul	Members - their staff/HoC + HoL staff	Commons Quarterly/CAPS News/Commons View
Communication of income generation bus. case	11-Jul	Members - their staff/HoC + HoL staff	Commons Quarterly/CAPS News/Commons View
Package/tool to help depts embed Risk Management	31-Jul	Manager/all HoC staff	Powerpoint presentation, templates etc
Staff Survey Results	31-Jul	All HoC staff and PICT	CAPS News, intranet, departmental newsletters etc
Raising awareness of the RESPECT policy	31-Jul	HoC Leaders and staff	meetings/workshops??
Raise awareness of SPIRE activities - user acceptance testing	31-Jul	HoC, HoL and PICT staff	CAPS News, intranet, departmental newsletters etc
Leadership Event	07-Jul	Tbc	
All staff meetings	07-Jul	All HoC staff and PICT	
Staff Survey - launch of online reporting tool	30-Sep	All HoC staff and PICT	Intranet
Launch of accident, incident and permit to work e system	30-Sep	All internal audiences	Intranet, CAPS News, Commons View/Quarterly etc
Roll out of Risk Management self assessment workshops	31-Oct	Departmental Management	Face to face
<b>May 2011 - Dec 2012</b>			
HAIS renewal - embedding changes	Apr 12 - Dec 12	All HOC staff and PICT	Intranet, CAPS News, dept newsletters, meetings etc
HAIS renewal - core messages about support & training	Feb/April 12	All HOC staff and PICT	Intranet, CAPS News, dept newsletters, meetings etc
HAIS renewal - programme aims & continuing awareness	May 11-Apr 12	All HOC staff and PICT	Intranet, CAPS News, dept, newsletters, meetings etc
HAIS renewal - changes/preparation for new ways of working/benefits	May 11-Apr 12	All HOC staff and PICT inc additional comms for core groups eg HR, Finance staff	Intranet, CAPS News, dept newsletters, meetings etc
<b>Ongoing/tbc</b>			
Potential for ongoing pay talks and negotiations	Ongoing	Staff	
Continuing awareness of Risk Management	Ongoing	Manager/all HoC staff	CAPS News, intranet, departmental newsletters etc
SPIRE system roll out	tbc	HoC, HoL and PICT staff	tbc
* specific dates to be confirmed			

