

Communications Working Group

Recommendations:		
<ol style="list-style-type: none"> 1. That a Communications Working Group be formed to follow through the Communications Policy as per the Action Plan, and 2. To agree membership of the Working Group. 		
	Yes	No
Does the decision involve new expenditure?	TBC	
Is there an existing budget for the proposed expenditure (insert code)	TBC	
What procurement level is required?	N/A	
Are there equalities impacts / an equalities assessment required?		No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	Yes	
Is there a background paper or papers.	Yes	x
Aim/ purpose:		
<ol style="list-style-type: none"> 1. To consider how to communicate effectively with local groups, residents and visitors with a focus on moving Berwick forwards. 		
Scope		
<ol style="list-style-type: none"> 2. To consider what can be achieved pending the arrival of the new Chief Officer and to provide information for him to take this work forwards. 3. To report initial findings to the Budget and Administration Committee for consideration. 4. To consider how the different aspects of communication are reported through committees in future and to enable us to amend our Terms of Reference accordingly. 5. A task and finish group is allowed to spend a pre-determined budget approved by a Committee so long as all spending is undertaken by a delegated Officer. 		
Reporting to:		
<ol style="list-style-type: none"> 6. Budget and Administration Committee. 		
Issues arising from proposal		
None		
Rationale for recommendation		
Action Plan follow up – a BTC agreed priority		