

HELA Communications Plan 2010/2011				Open Government Status: Open		
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				Meeting Date: 5 October 2010		
				Cleared by: Elaine Harbour on 30 September 2010		
Key Messages for Workstreams	Action - from HELA Meetings	Target Audience	Activity	When to action	Who to Action	Update on Progress
<b>New HSE Board Strategy</b>						
Continue to promote the new Strategy and how principles will be built into priorities for delivery 2010/2011 and beyond	HELA to endorse the LA priorities for the 2011/12 Joint HSE/LA Delivery Portfolio which asks LAs to focus on leadership and worker involvement.	LA EHOs, Chief/Principal Officers	Paper produced for discussion at HELA on 5 October. Promotion of the delivery portfolio during the planning section of the regional partnership events.	October 2010 onwards	LAU/FOD PMs/LG Regulation	
<b>Enforcement</b>						
Gather commitment from LAs to continue providing a H&S regulatory service and then to provide data on enforcement activity to HSE		LA EHOs, Chief/Principal Officers	Promote the submission of H&S data using Partnership/LACORS websites, HELEX and EHCnet.	April onwards	LAU	
<b>Section 18</b>						
Calibration of the Toolkits and Self Assessment and Peer Review system.	LAU/LACORS to use their communication networks to encourage participation in the calibration period	LA H&S Enforcement Managers	HSE PMs to co-ordinate calibration studies locally and feed data back to LAU.	Mar-10	LAU/ FOD PMs	Feedback from PMs received.
			Paper to be produced for discussion at HELA April 2010	Apr-10	LAU/LACORS	Proposals agreed
			S18 Toolkits to be revised and rolled-out for use by LAs. Toolkits publicised via Partnership/LG Regulation websites. Partnership News, HELEX and EHCnet.	Jun-10	LAU/LG Regulation	22/09/10 Toolkits revised and made available via HELEX etc.
<b>Flexible Warrants</b>						
Make collective use of resources in LAs and FOD, allowing EAs to work across artificial boundaries created by the EA Regs		LA Senior Managers	PMs to continue to promote the participation in Flexible Warrants Schemes	Ongoing	Partnership Managers	
<b>Campaigns</b>						
Support for LA Involvement in LPG intervention campaign		LA EHOs, Chief/Principal Officers	Database developed(on Extranet) for recording LA interventions and close out.	Apr-10	LAU	Test database produced and implemented
			Reports on LA progress for the campaign produced and submitted to HSE Board	Ongoing	LAU	To commence with roll-out of Extranet Database
<b>Promote Partnership Working</b>						
Promote National HELA Conference and Innovation Awards and encourage attendance	National Conference, Birmingham, 17 November 2010	LAs, members and portfolio holders	Articles in Partnership News, HELEX, Partnership Website and LACORS website		LAU/LACORS	Innovation awards not forming part of regional events. Lau publicising regional events

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			Paper to be produced for discussion at HELA April 2010	Apr-10	LAU/LACORS	HELA decision was to hold a series of regional conferences rather than hold a single national event
LA/HSE Regional Partnership Events 2010	Arrange a series of regional events to replace the national event.	LAs, members and portfolio holders	LAU and LG Regulation to liaise with PMs and guest speakers to develop the programme and arrangements for delivery.	Ongoing	LAU/LG Regulation	Ten regional events have been arranged for Nov-Dec. Venues have been selected and booked. LAU are progressing agendas and speeches for guest speakers. Board Members have been allocated for each event.
Promote work/initiatives and best practise in LAs (Sharing our knowledge project pilot)		LA EHOs, Chief/Principal Officers	Webtool being formatted to be accessed via the Extranet	May-10	LAU	Consultation with IT provider and LAs completed
			Webtool introduced and promoted within South East region for piloting. Pilot evaluated after 6 month period.	May-10	LAU	Pilot extended until January 2011. Formal evaluation by CSAG is planned for the beginning of January.
Dissemination of HELA decisions to The LGP and local and regional staff with the partnership.	A one page summary note to be produced from HELA meeting to enable HELA decisions to be cascaded easily at Regional Forums and County Liaison Groups	LA EHOs, Chief/Principal Officers	Note submitted to LGP secretariat. LACORS website and specialist email alert to County Group secretary list and Policy Forum. HEx and message on EHCnet	April 2010 and thereafter	LACORS/LAU	Ongoing