

HELA Communications Plan 2010/2011				Open Government Status: Open		
				Paper Number: H9/08		
				Type of paper: Below the line		
				Meeting Date: 15 April 2010		
				Cleared by: Elaine Harbour on 25 March 2010		
Key Messages for Workstreams	Action - from HELA Meetings	Target Audience	Activity	When to action	Who to Action	Update on Progress
New HSE Board Strategy						
Continue to promote the new Strategy and how principles will be built into priorities for delivery 2010/2011 and beyond						
Enforcement						
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	Not yet begun
Section 18						
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	Agenda item for April meeting
			S18 Toolkits to be revised and rolled-out for use by LAs. Toolkits publicised via Partnership/LACORS websites. Partnership News, HELEX and EHCnet.	Jun-10	LAU/LACORS	Not yet begun
Flexible Warrants						
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	
Campaigns						
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 in production.
			Reports on LA progress for the campaign produced and submitted to HSE Board	Ongoing	LAU	To commence with roll-out of Extranet Database
Promote Partnership Working						

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Promote National HELA Conference and Innovation Awards and encourage attendance	National Conference, Birmingham, 17 November 2010	LAs, members and portf	Articles in Partnership News, HELEX, Partnership Website and LACORS website		LAU/LACORS	Not yet begun
			Paper to be produced for discussion at HELA April 2010	Apr-10	LAU/LACORS	Agenda item for April meeting
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 begun.
			Webtool introduced and promoted within South East region for piloting. Pilot evaluated after 6 month period	May-10	LAU	Not yet started
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. HELEX and message on EHCnet	April 2010 and thereafter	LACORS/LAU	Ongoing