

## Strategic Communications Working Group

### MINUTES

Date: 04/06/2024

Attendees: Isobel Pierce, Carol Boye, Paul Fowler, Jaime Powell, Miriam Burke, Simon Donovan, Adrian Essex, Jackie Myers, Sarah Connelly, Samantha Cheadle, Sarah Fabes.

### ACTIONS

1	LBH to draft terms of reference for Comms working group	LBH
2	MHDT to bring a calendar of events for the year to next Strategic Comms Working Group	MHDT
3	<p>Comms Strategy to be developed to cover:</p> <ul style="list-style-type: none"><li>- Newsletter over summer</li><li>- Agree frequency</li><li>- Roles &amp; responsibilities -</li><li>- E newsletters - online updates</li></ul> <p>WDCO to be involved in shaping this strategy.</p> <p>LBH to organise a workshop session to agree key points for the strategy.</p> <p>PF to draft document following workshop, for further input from partners</p>	LBH
4	15 year anniversary event - BH to draft copy for comms celebrating achievements at WD	JP
5	<p>PF to pull together a newsletter based on current format, and to send a callout for content with deadlines</p> <p>Topics to cover include:</p> <ul style="list-style-type: none"><li>- Ph 4</li><li>- Masterplan</li><li>- 15 years</li><li>- Phase 3 incl dates/timeframe</li><li>- Save the date - hidden rivergest 7 SEP</li><li>- WDCO elections</li></ul>	PF

