

## INTERNAL COMMUNICATIONS AND ENGAGEMENT PLAN

## Appendix D

May 2020 - March 2021

ACTIVITY	DATE / FREQUENCY	STAFF ENGAGEMENT	COMMUNICATIONS
<p><b>CLT Staff webinars:</b></p> <ul style="list-style-type: none"> <li>• First steps to recovery</li> <li>• Next steps to recovery</li> <li>• Thank you and office guidance</li> <li>• Depot showcase (link to priorities), Staff Survey Actions update</li> <li>• Corporate and Budget Update</li> <li>• Strategic Plan update</li> <li>• Subject TBC</li> <li>• One Council and Staff Awards</li> </ul>	<p>Monthly</p> <p>May 2020 June 2020 July 2020 August 2020</p> <p>September 2020 October 2020 November 2020 January 2020</p>	<p>All staff</p>	<p>Inside MBC All Staff emails Intranet links to recorded version Internal posters Webinar Photographs Video</p>
<p><b>Back to the office – staff guidance</b></p> <ul style="list-style-type: none"> <li>• Staff Handbook</li> <li>• Posters and signage</li> <li>• Introduction video</li> </ul>	<p>July 2020 July &amp; August 2020 August 2020</p>	<p>All staff</p>	<p>Inside MBC All Staff emails Webinar Photography Video Internal posters and signage</p>
<p><b>Back to the Floor</b></p> <p>Jen Shepherd Rob Jarman</p>	<p>September 2020</p>	<p>All staff</p>	<p>Inside MBC Photography Video Internal email</p>

Steve McGinnes Angela Woodhouse	November 2020 January 2021 March 2021		Written review
<b>Staff Survey Results</b>	June & July 2020	Team Talk – all staff	Inside MBC Webinar All staff emails Intranet
<b>Unconscious bias training</b>	September & October 2020	Team Talk – all staff	Inside MBC Webinar All staff emails Intranet
<b>Mental Health Awareness</b>	May 2020	All staff	All staff emails Inside MBC Webinar Social media Intranet
<b>Employee Benefits</b>		All staff	All staff emails Inside MBC Intranet Webinar
<ul style="list-style-type: none"> <li>• Kent Savers Loans and Savings</li> <li>• Cycle to Work</li> <li>• Total Reward Statements</li> <li>• Days out with the kids</li> <li>• Purchase of leave</li> <li>• Employee Assistance Programme</li> <li>• Tusker Lease Car</li> <li>• Days out with the kids</li> <li>• Employee Benefits</li> </ul>	May 2020 June 2020 & October 2020 July 2020 August 2020 September 2020 November 2020 January 2021 February 2021 March 2021		

<b>Resilience Week</b>	September 2020	All staff	Inside MBC All staff emails Intranet Social media Photography
<b>One Council and Strive Awards</b>	January 2021	All staff	Inside MBC All staff emails Posters and signage Intranet Photography Videos
<b>Wellbeing Week</b>	February 2021	All staff	Inside MBC All staff emails Photography Intranet Social media