Appendix C

**Communications & Stakeholder Plan 2021/22**

The following is a timetable of planned communications and stakeholder engagement activity during financial year 2021/22.

Please note that this timetable is not final – some activities may be added, and some of those listed may move dates. This document will be revised and updated on a monthly basis.

|  |  |  |
| --- | --- | --- |
| *Date* | *Action/Event* | *Notes* |
| **2021** |  |  |
| **MAR** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
|  | Skills & Employment Framework refresh |  |
|  | Joint Scrutiny Committee |  |
| 18  | Enterprise Zones Governance Committee |  |
| 23 | LEP Board |  |
| End | Energy & Low Carbon Sector Plan launch |  |
| **APR** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
|  | (Skills & Employment) Cornerstone group launch |  |
| Mid | Stakeholder Engagement Framework published |  |
| End | Quarterly Stakeholder Newsletter distributed |  |
| End | Food & Agriculture Sector Plan launch |  |
| **MAY** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
|  | Stakeholder Perception Audit fieldwork conducted |  |
| 12 | Enterprise Zones Governance Committee |  |
| Mid | Finance for Business report published |  |
| 20 | Business Support Management Committee |  |
| 26 | Skills & Employment Advisory Panel |  |
| End | Tourism, Culture and Place Plan published | Tentative |
| **JUN** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
|  | Monthly Sector Group meetings |  |
| 2 | Growth Deal Management Committee |  |
| 7 | Innovation Board |  |
| Mid | Manufacturing Sector Plan published  |  |
| Mid | Stakeholder Perception Audit results  | For internal use only |
| 22 | LEP Board |  |
| 23 | Announce new LEP Chair |  |
| End | LEP Annual Report Published |  |
| End | LEP Annual Conference |  |
| **JUL** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
|  | LIS published |  |
|  | Social Value Charter published  |  |
| Mid | 1st Lancashire Business Survey results published | Quarterly Business Barometer |
| Mid | Digital Sector Plan published |  |
| End | Quarterly Stakeholder Newsletter distributed |  |
| End | Health Sector Plan published |  |
| **AUG** |  |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
| Mid | 2nd Lancashire Business Survey results published | Subject to be decided |
| 26 | Business Support Management Committee |  |
| **SEP** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
|  | Seek ministerial visit (project/location tbd) |  |
|  | Internationalisation Strategy published |  |
|  | Joint Scrutiny Committee |  |
| 6 | Innovation Board |  |
| 7 | LEP Board |  |
| 8 | Skills & Employment Advisory Panel |  |
| 8 | Growth Deal Management Committee |  |
| 15 | Enterprise Zones Governance Committee |  |
| **OCT** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
|  | COP 26 related activity |  |
| Mid | 3rd Lancashire Business Survey results published  | Quarterly Business Barometer |
| 28 | Business Support Management Committee |  |
| End | Quarterly Stakeholder Newsletter distributed |  |
| **NOV** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
| Early | 4th Lancashire Business Survey results published  | (subject to be decided) |
| Mid | LEP Autumn mini-Conference |  |
| 10 | Skills & Employment Advisory Panel |  |
| 15 | Innovation Board |  |
| 17 | Growth Deal Management Committee |  |
| 27 | Lancashire Day Parliamentary Event (27th) – engagement/joint event with Lancs APPG | 27 Nov is a Saturday this year – activity is likely to take place during the week before |
| **DEC** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
| 8 | Enterprise Zones Governance Committee |  |
| 15 | LEP Board |  |
| **2022** |  |  |
| **JAN** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
| Mid | 5th Lancashire Business Survey results published  | Quarterly Business Barometer |
| **FEB** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
|  | Annual Performance Review |  |
| Mid | Quarterly Stakeholder Newsletter distributed  |  |
| 10 | Business Support Management Committee |  |
| 23 | Skills & Employment Advisory Panel |  |
| End | 6th Lancashire Business Survey results published  | (subject to be decided) |
| **MAR** |  |  |
|  | Monthly NP11 Chair Meeting |  |
|  | Monthly NP11 CEO Meeting |  |
|  | LEP Network CEO & Chairs Monthly Meeting |  |
|  | Monthly Sector Group meetings |  |
| 2 | Growth Deal Management Committee |  |
| 3 | Innovation Board |  |
| 9 | Enterprise Zones Governance Committee |  |
| Mid | MIPIM (Cannes) |  |
| 22 | LEP Board |  |
| End | LEP Spring mini-Conference |  |