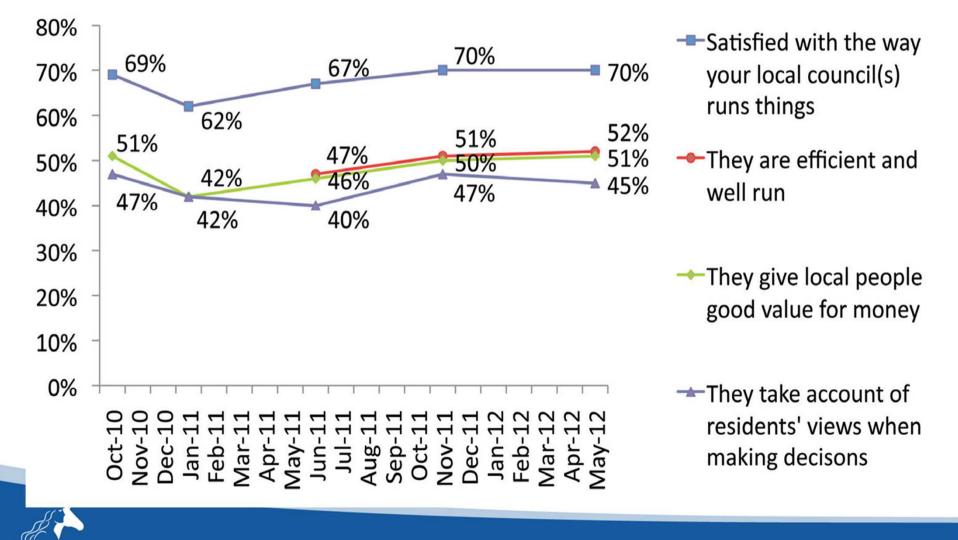


#### **Communications and events**







Coventry City Council





#### Why we're here



#### To ensure we promote the council, its policies, services and events to a local, regional and national audience in the most efficient and effective ways possible

Our approach to communications is to:

- Use our key messages consistently and with clarity
- Communicate consistently, clearly, relevantly and frequently - listening as well as informing



## Our priorities



#### To:

- Focus on our most effective and most commonly used communications tools
- Use social media innovatively and effectively
- Work with employees through two way communications to encourage employee advocacy and pride
- Achieve a cross-council, one organisation approach to all communications, getting the best possible value for money
- Work with partners to promote Coventry the city



## A brief history



- 2008/9 team centralised, including events
- In 2007/8 £1.3m total budget for all spending on marketing/communications/publicity (excluding staff costs) across directorates
- Centralised all budgets, then reduced to total budget of £380,000 for 2013/14 (including £40k from CVOne destination marketing)
- 2013/14 further c£150k a year saved through review of team



# Communications review 2012 - objectives

- Capitalise on inhouse design income generation opportunities
- Retain and develop events programme
- Embed use of social media
- Maintain and develop flexible approach
- Balance specialist comms and generic functions
- £100k plus savings target
- Peer review findings
- Political priorities
- **abc** programme



#### Peer review



Summer 2012 - Westminster, Nottingham, Waltham Forest

- More consistent evaluation
- Review campaign planning processes and consider scoring system (based on business outcomes) for annual priority campaigns
- Develop process of feeding back communications/campaigns results to senior management and cabinet
- Look at ways to measure impact of social media and develop policy to continue to position Coventry as industry best practice
- Investigate drop in awareness/satisfaction of Citivision magazine
- Develop e-newsletter database and template and email marketing capability
- Explore shared working opportunities with neighbouring local authorities





#### New model



- Reduced staffing five fewer posts
- Flexible comms hub
- Relationship managers
- Greater planning and prioritisation
- Closer integration of marketing, design, ecomms



#### Coventry City Council Chief Executive's Directorate (CXD) Directorate Scorecard 2011-14 Refreshed July 2012: Measures

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Vision and Objectives	abc transformation programme -Service improvements delivered by the fundamental service review programme -Actual savings achieved against targets -Composite liveability measure		ions ed &	ons -Number of events & -Visitors to the city -Customer satisfaction		Public health -Progress towards integration into the Council -Programmes in place to deal with health inequalities		gration	Sub-regional programme -Achievement of programme objectives -Target savings / contribution to balanced budget -Actual savings made		
Values	We're proud to do this being honest, fair and when we make decision Supporting decision-making - Annual Scrutiny Report - Consultation linked to decision - Council Plan & SCS reporting - Guidance on national policy	transpons	Partr - Coventry	and pain nership N Partnership in relation to	activities	things don	e nunicat communica ries within t	city and i ions ations plans imescales	ts futu Cor - Comp - Equal	that's good about our ire Equalities and mmunity Cohesion bliance with Equality Act ity Strategy progress nunity organisations engaged	
The way we work				- Savings	le us to deliver our vision and objective using resources effectively - Savings target for Directorate achieved - Energy use reduction target for Directorate met - Directorate carbon footprint reduced				<ul> <li>ves by</li> <li>supporting councillors and staff</li> <li>% of appraisals carried out</li> <li>Average sickness absence days</li> <li>Average days spent training by mandatory courses, conferences, away day, type</li> <li>Reported accidents and assaults</li> <li>Health and safety themes covered</li> </ul>		

## Planning and strategies

- Year ahead forecast on marketing spend through communications budget bids – agreed centrally and corporately. Matched to political priorities
- Year ahead forward planning of major marketing campaigns/events/initiatives
- All major campaigns have a communications strategy – strategic approach with focused action plan, resource allocation etc



## Day to day



- Daily media scanning, media enquiries, social media updates (Twitter and Facebook), Beacon (intranet) news updates, Beacon daily bulletin, website updates, press releases
- Weekly/fortnightly Members' Bulletin, media planner (key current comms issues)
- Monthly/bi-monthly/quarterly core brief (update for employees), Meeting the Challenge (seminars for senior managers), Proud of our People internal recognition scheme, **abc** update
- Leaflets, booklets, guides, posters, banners, roundabout







#### Facebook

- Shares news, service updates, photos and videos
- Immediate way of finding out what people think about a topic
- Over 28,000 'likes' of Coventry

http://www.facebook.com/coventrycc







- We share news, service updates, photos and videos nothing is automated.
- We encourage conversations, and respond to direct questions.
- We don't post more than once a day / a few times a week.
- We signpost to information already available online.
- Day-to-day used as an additional channel not the only channel.







#### Twitter

- Shares updates in 140 characters
- Useful for quick or time-sensitive events
- Good way for us to engage directly with residents and vice-versa
- 10,500 'followers'

http://www.twitter.com/coventrycc

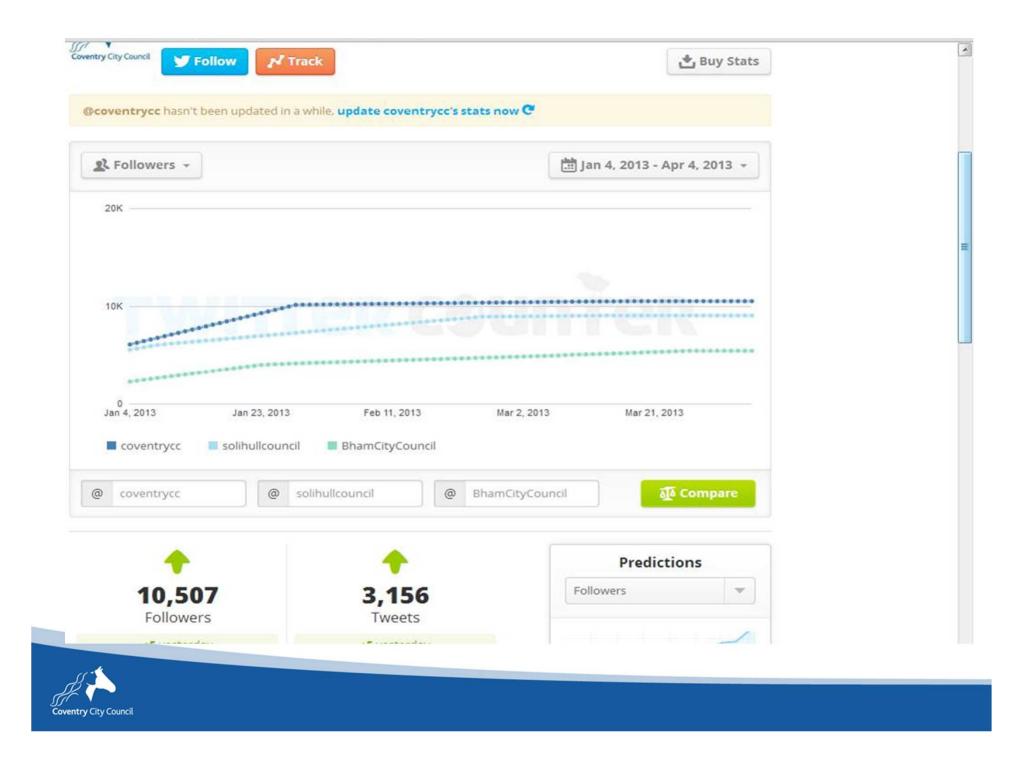


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Coventry City Council

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70 Slovakia	67 Bristol, England	32 Russian	
58 New Zealand	55 Wolverhampton, England	26 Arabic	
58 Malaysia	54 Liverpool, England	25 Hungarian	
49 Turkey	50 Solihull, England	24 Lithuanian	
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We also use You Tube...

- Video sharing
- 20,000 views

...and Flickr

- Photo and video sharing
- Half a million views of our photos
- Each masterplan photo seen 5,000 times





- Embedding new ways of working
- Public health
- **abc** programme getting the message across about difficult decisions
- Welfare reform working in partnership
- City centre events and regeneration

