

Action Log at December 2016									
Line item	RAG rating	Priority /urgency	Area	Area 2	Action/comment	Comment/progress	Next action	Resp	Sub-grp sponsor
1	Orange	1. High	Digital capability		Run tendering exercise and establish new contract to enable maintenance and development of digital capability	Develop requirements for tender exercise, to be agreed by SMT and C&C sub-group before submission to MoJ. Existing contract expires 3.2.17. Permission to procure has been given by MoJ. Tender exercise must be under way by mid-Dec. MoJ procurement business partner identified.	SMT reviewed requirements 11/11. Circulation to sub-group 15/11. Feedback incorporated into revised requirements. Submitted to MoJ 28/11.	PH	JulianG
2	Green	3. Low	Publish guidelines and materials	Public and victims	via media: publicise release of draft and definitive guidelines and when guidelines come into force.	Ongoing work to nurture relationships with key journalists and identify specialist channels.	DGs: revised MCSG (Jan), guilty pleas (Feb/Mar), youths (Feb/Mar): into force: imposition (Feb)	NM	JillG
3	Green	3. Low	Publish guidelines and materials	Working with partners	via practitioners: Maintain focus on implementation of guidelines. Issue summary briefing on new definitive guidelines for each agency and notification of coming into force.	All agencies receive and distribute articles via appropriate channels.	DGs: revised MCSG (Jan), guilty pleas (Feb/Mar), youths (Feb/Mar): into force: imposition (Feb)	PH	JillG
4	Orange	1. High	Digital capacity		Develop on- and offline guidelines for Crown Court	Scope requirements and agree schedule. Review feedback on on- and offline MCSG. User testing, with digital provider.	Scope requirements. Work shadow magistrate/legal adviser. Sit in on Crown Court proceedings. Identify magistrates' digital lead.	PH	JulianG/JillG
5	Orange	1. High	Digital capacity		Create digital environment for successful implementation of CCSG	Identify key players in eJudiciary and other digital projects across CJS. Press for "tile" and integrated content on eJudiciary.	Map digital CJS landscape, research contacts. Source introduction to eJudiciary.	PH	JulianG/JillG
6	Orange	1. High	Digital capacity		Refine MCSG in line with user feedback - post launch of revised MCSG	Review existing and source additional user feedback. See how guidelines used in context. Establish routine feedback channel.	Arrange work shadowing for Hd of Comms. Assess status of Mag's engagement group and digital lead.	PH	JillG
	Green	3. Low	Digital capacity		Refine and develop website in line with user survey - see separate entry for Members' area.	Build basic review requirements into new contract.	Analyse user feedback from ongoing survey to inform development	PH/GS	SB
7	Green	3. Low	Digital capacity		Refine and develop Members' area of website, particularly tool for online collaboration on documents	Build review requirements into new contract. Survey Members.	Develop user survey. Analyse existing and new user feedback to inform development.	PH/GS	JillG
8	Green	2. Medium	Digital capacity		Make creative and productive use of Twitter to reach audiences and key influencers	Review Council's use of Twitter. Revise plan for submission to C&C subgroup.	Embed with Members and OSC.	PH	SB
9	Green	3. Low	Digital capacity		Source alternative online consultation facility.	Incorporate work into the new digital contract.	New contract live from Feb 2017.	PH	SB
10	Orange	3. Low	Working with partners		Maintain constructive relationships with MoJ	Attend monthly Group Communication Board meeting. Inform MoJ News Planning of forthcoming activities. Ensure MoJ Press Office attend pre-launch "walk throughs".	Group Comms Board 15 Dec. PH meet Emily Tofield, MoJ Dir of Comms 15/12.	PH/NM	MG
11	Orange	3. Low	Working with partner orgs		Ensure stakeholder intelligence is managed well to support relationship building	Embed use of stakeholder management tool within OSC	Review benefits for the organisation and current practice.	PH	MG
12	Green	3. Low	Working with partner orgs		Ensure we meet our commitment to 20 activities/events in the 16/17 financial year. Promote use of OSC support for presentations. Develop new PowerPoint template.	By 9/12 Members of the Sentencing Council and OSC will have spoken at 28 events.	Plan for 17/18 by year end. Approach key stakeholders with the offer of a speaker. Plan for roll-out of new PowerPoint template.	PH	JulianG
13	Green	2. Medium	Public and victims	Working with partners	Continued promotion of the victims materials - film, leaflets and tent cards - and info on website.	Evaluation of existing comms activities and exploration of future collaboration to be explored with WS. PH/NM met Head of Public Affairs, Victim Support 28/9.	To evaluate effectiveness of comms activity to meet objectives. Arrange meeting with WS. Enhance information about VPSs on website and assess if further information is required.	NM	MG
14	Orange	1. High	Public and victims	Working with partners	Develop comms campaign to improve knowledge about sentencing among police officers	Development of initial plan for discussion.	Establish what existing research on police attitudes exist, draft research if necessary, scope potential of likely activities.	NM	SB
15	Green	3. Low	Working with partners		Be alert to opportunities in Parliament.	Facilitate meetings between Parliamentarians and Council Members. Brief the Chairman and other Council Members attending Justice Cttee meetings.	Monitor parliamentary activity, provide input to briefings for meetings and committee sessions	PH	JulianG
16	Green	3. Low	Public and victims		Educational materials for schools	There is ongoing activity with the Citizenship Foundation to develop materials. Evaluation is also ongoing - there have been 2800 page views and 1500 unique visitors looking at the materials on the SC site, and 624 downloads from the TES site. Feedback has been requested from CF and the Assoc for Citizenship Teaching, but too early for evaluation from CF due to delays in SmartLaw website development.	Evaluate existing materials	NM	MG
17	Green	3. Low	Digital capability		Syndicate web-content on sentencing on partner websites.	Revised content now on CPS site with links to our site. Continue to review existing content on other partner sites including Open Justice (MoJ) and GOV.UK. Continue to press for "tile" on eJudiciary homepage.	Ongoing	PH	JillG
18	Orange	2. Medium	Publish guidelines and materials		Ensure effective launches of definitive guidelines, and appropriate participation in consultations	Design plan to evaluate launch and publicity activities, particularly impact on consultation responses	Plan in place for next consultations: manslaughter, April/May; Public Order, June/July	PH/NM	MG