

Appendix 1 Collective Switching Project plan

<u>Work area</u>	<u>Task</u>	<u>Who</u>	<u>By when</u>	<u>Comments</u>
Appoint an intermediary provider				
	Initial meeting with provider	Core team	6.12.12	Completed
	Develop a list of questions and issues to discuss with provider	Core team	4.12.12	Completed
	Sign non-disclosure agreement	Head of Service, CDC	done	Completed
	Explore/approach any other potential providers.	OCC	7.12.12	Completed
	Sign contract with provider.	CDC		Involve CDC legal services.
	Approach other local authorities that have worked with the provider.	Core team	end of Dec	Completed
Delivery of the switching scheme				
	Decide on phone number for residents that want to register interest over the phone	Core team	mid to end of Jan	Talk to AWN / WHHP to use their central phone number and call centre for offline registration.
	Decide on locations for direct one to one registration of interest for switching	Each district council partner.		Estimated 20% of residents register off line (phone or in person) - admin work.
	Contact intermediary provider to further discuss rebate, details on offline payment and business registration.	Core team	mid to end of Jan	Discussions ongoing
	Train council staff that will deliver phone registration and direct one to one registration	Intermediary provider	mid Feb	To be organised
	Timeline for Big community Switch - registration	Residents	mid Feb	
Partner & stakeholder engagement				
	Discuss "plan B" with partners if DECC funding refused.	Core Team	30.11.12	Discuss at OEP meeting.
	Draft paper to the OEP	Core Team	10.01.13	OEP meeting on 25 Jan.

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	Meet with Community Action Group project to discuss their involvement.	Core Team		Attend CAG energy meeting at County Hall Jan 15th
	Obtain contact for Job Clubs & Job Centres	Each district council partner.	30.11.12	done for CDC
	Forward info to Childrens Centres contact	Core Team	30.11.12	
	Make initial contact with Registered Social landlords and Housing Associations	Each district council partner.		
	Inform Fuel Poverty working group of funding bid and plans	Core Team	6.12.12	Email sent. Has not been possible to arrange a suitable meeting date.
	Contact ORCC.	Core Team	mid-Dec	Completed
	Make contact with Economic development officers across Oxfordshire to assist promotion of the scheme (business side)	Core Team	end of Dec	Completed
Development of Communications plan				
	Commission designer to design brand identity.	Core Team	4.12.12	Completed
	Discuss resourcing with project partners (Project team meeting)	Core Team	(following funding announcement)	meeting scheduled for Jan 8th
	Draft leaflet	Core Team	end of Jan	
	Draft council webpage	Core Team	end of Jan	include webbanner
	Draft poster	Core Team	end of Jan	
	Draft promo articles	Core Team	end of Jan	
	Draft press releases	Core Team	end of Jan	
	Draft web design and content	Core Team	end of Jan	
	Draft banners	Core Team	end of Jan	
	Produce small business cards with registration details on to hand out	Core Team	end of Jan	
	Develop roadshow schedule / events schedule	Core Team	end of Jan	
	Produce comms plan / place orders for all materials	Core Team	end of Jan	
	Reserve space for articles in council newsletters	Core Team	end of Jan	

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	Place article in the Key & ONCF	Core Team	end of Jan	
	Place article in elected members bulletins	Each district council partner.	end of Jan	
	Draft letter for targeted mail drop.		January	to be used in blitz areas for CDC - 18 to 22 Mar Calthrope & Easington Banbury
	Develop social media campaign	Core Team	Feb	
	Distribute banners and leaflets to:	Each district council partner.	mid Feb	start of big community switch is mid Feb
	Libraries	OCC	mid Feb	start of big community switch is mid Feb
	Doctors Surgeries	Each district council partner.	mid Feb	start of big community switch is mid Feb
	CABs	Each district council partner.	mid Feb	start of big community switch is mid Feb
	Charity shops	Each district council partner.	mid Feb	start of big community switch is mid Feb
	Village post offices and stores	Each district council partner.	mid Feb	start of big community switch is mid Feb
	Carers organisations	Each district council partner.	mid Feb	start of big community switch is mid Feb
Fuel poverty mapping	Obtain EPC data	CDC Housing	mid -Dec	Received and being processed.

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