



**During Q1 of 2017: Commencement of the LEP communications Task & Finish group for a refreshed communications plan and protocols to be led by LEP Board Directors.**

**LEP Media Protocols**

- All LEP media enquiries to be routed via DCA as the LEP's PR company – DCA to make judgement in liaison with the LEP CEO
- DCA to liaise with Isles of Scilly Council (Diana Mompoloki), and Cornwall Council (Trisha Hewitt) press offices as appropriate depending upon the story
- Share details with Cornwall Council (Trisha Hewitt) of all media statements, quotes, press releases before they are issued by the LEP to ensure consistent messages are issued and appropriate people informed.
- Board directors to be quoted in LEP press releases rather than officers– always quote the Chairperson (Mark Duddridge) and include others depending upon the subject or if the Chairperson is unavailable. Preference to be given to private sector LEP board directors being quoted on behalf of LEP
- Sign offs by Chairperson with one of the following officers – Sandra Rothwell or Glenn Caplin. If unavailable contact LEP Manager (Matt Silver/Carol Bransgrove) to see if alternative sign offs can be implemented
- When the Chairperson is on leave, press releases to be checked with Vice Chairperson (Chris Loughlin) or appropriate Board director depending upon subject
- Check Isles of Scilly perspective on relevant stories

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Appendix 21.2**

<b>Subject</b>	<b>Lead Organisation</b>	<b>Lead Board Director/Member for Quotes</b>	<b>Lead Officer(s) (for queries)</b>	<b>Other officers to be copied into draft</b>	<b>Standard Sign Offs</b>	<b>Alternative Sign Offs</b>	<b>Issued by</b>	<b>Comments</b>
Skills & Employment	LEP/CC	Paul Massey Mark Duddridge Julian German	Clare Harris	Sandra  Other press officers	Mark D  Sandra	Chris Loughlin (Vice Chair)  Chair of Employment and Skills Board	LEP	Consider HWB involvement (Charlotte Hill)
Geothermal	LEP/CC	Mark Duddridge Andrew Williams Julian German	Steve Ford (CC)	Sandra Glenn  Other press officers	Mark D  Sandra or Glenn	Chris Loughlin (Vice Chair) Andrew Williams Steve Ford	LEP	Consider LNP involvement (Rachael Bice)
Smart Grids	LEP/CC	Mark Duddridge Julian German	Steve Ford (CC)	Sandra Glenn  Other press officers	Mark D  Sandra or Glenn	Chris Loughlin (Vice Chair)  Steve Ford	LEP	Consider Chris Ingram's involvement in press releases

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								(check with Steve Ford)
Renewable Energy	LEP	Mark Duddridge Andrew Williams Julian German	Steve Ford (CC)	Sandra Glenn  Other press officers	Mark D  Sandra or Glenn	Chris Loughlin (Vice Chair) Andrew Williams  Steve Ford	LEP	Consider LNP involvement (Rachael Bice)
Business Support including Business Pulse	LEP/CC/CDC	Mark Duddridge Sarah Trethowan Julian German	Varies – Matt Silver (LEP) Becky Hood (CC) Nick Blandford (CDC)	Sandra Glenn  Other press officers	Mark D  Sandra or Glenn  Kirsty Miles (if CDC story)	Chris Loughlin (Vice Chair) Sarah Trethowan  Matt Silver or Nick Blandford	Varies. Depend on story	Need to agree who leads the story
Economy generally	Varies depending upon the nature of press	Mark Duddridge Julian German Isles of Scilly Board Director	Sandra Rothwell  Glenn Caplin	Sandra Glenn  Depends upon	Mark D  Sandra or Glenn	Chris Loughlin (Vice Chair)  Nathan Cudmore	Varies. Depend on story	For data - Peter Wills or check LEP dashboard

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	enquiry. CC/LEP/CDC		Nathan Cudmore  Diana Mompoloki	subject  Peter Wills (for data)  Other press officers	Possible Diana Mompoloki			Consider HWB or LNP involvement  Check IOS perspective
Inward Investment	LEP/CDC	Mark Duddridge Roland Tiplady Julian German		Sandra Glenn  Other press officers	Mark D  Sandra or Glenn Kirsty Miles	Chris Loughlin (Vice Chair) Roland Tiplady  Lucy Hunt	Depend on story	
Export	LEP	Mark Duddridge Roland Tiplady Julian German		Sandra Glenn  Other press officers	Mark D  Sandra or Glenn	Chris Loughlin (Vice Chair) Roland Tiplady	LEP	Consider Export Cornwall perspective (Ray Gore)
EU	LEP	Mark Duddridge	Glenn	Sandra	Mark D	Chris Loughlin	LEP	Other

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Investment Strategy		Julian German Isles of Scilly Board Director	Caplin (CC) Emily Kent (CC)  Diana Mompoloki (for IOS)	Glenn  Other press officers	Glenn or Sandra  Diana Mompoloki (IOS)	(Vice Chair) Gavin Poole  Emily Kent		officers dealing with specialist areas may need to inform draft  Check IOS perspective
Convergence (current programme)	CC	Mark Duddridge Julian German	Glenn Caplin  Diana Mompoloki (for IOS)	Sandra Glenn Jason  Other press officers	Mark D  Glenn or Sandra  Diana Mompoloki (IOS)	CC lead	CC	Current programme to be led by CC
Enterprise Zone	LEP	Mark Duddridge Gavin Poole Julian German	Miles Carden (CDC)  Neil Clark (LEP)	Sandra Glenn  Other press officers	Mark D  Sandra or Glenn  Kirsty	Chris Loughlin (Vice Chair) Gavin Poole  Miles Carden	LEP	

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					Miles			
Procurement	LEP/CC	Mark Duddridge Julian German	David Morgan (CC)  Neil Clark (LEP)	Sandra Glenn  Other press officers	Mark D  Sandra or Glenn  Chris Bray	Chris Loughlin (Vice Chair)	CC/LEP	Likely to be a CC release that quotes LEP
Growth Deals	LEP	Mark Duddridge Chris Loughlin Julian German John Pollard	Sandra Rothwell	Sandra Glenn Neil  Other press officers	Mark D  Sandra or Glenn	Chris Loughlin (vice Chair)	LEP	
RGF/GPF	LEP/CDC	Mark Duddridge Julian German (all members of RGF/GPF sub group)	Neil Clark (LEP)  Nick Blandford RGF (CDC)	Sandra Glenn  Other press officers	Mark D  Sandra or Glenn  Kirsty Miles	Chris Loughlin (Vice Chair)  Neil Clark or respective CDC officer	LEP	

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			Matthew Vowels GPF (CDC)					
Better Business for All (BBfA)	LEP	Mark Duddridge Sarah Trethowan Roland Tiplady Julian German	Mark Luxton (CC)  Matt Silver (LEP)	Sandra Glenn Matt  Other press officers	Mark D  Sandra or Glenn  Alan Hampshire Des Tidbury Phil Mason	Chris Loughlin (Vice Chair) Sarah Trethowan  Matt Silver Mark Luxton	LEP/CC	LEP lead with CC quoted
Innovation/ Research/ Creative	LEP	Mark Duddridge Mark Goodwin Julian German	Sandra Rothwell Julie Seyler (CC)	Sandra Glenn  Other press officers	Mark D  Sandra or Glenn	Chris Loughlin (Vice Chair) Mark Goodwin  Julie Seyler	LEP/CC	Jenny Milligan – innovation or research.  Julie Seyler – creative or culture  Catherine

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								Thomson – innovation centres
Rural – land, sea and food	LEP/CDC	Mark Duddridge Andrew Williams	David Rodda (CDC)	Sandra Glenn  Other Press Officers	Mark D  Sandra or Glenn	Chris Loughlin (Vice Chair) Andrew Williams  David Rodda	LEP/CDC	
Finance	LEP	Mark Duddridge Robert Davey	Sandra Rothwell (LEP)	Sandra  Other Press Officers	Mark D  Sandra	Chris Loughlin (Vice Chair) Robert Davey	LEP	
LEP Board Generic	LEP	Mark Duddridge Chris Loughlin (Vice Chair) Gavin Poole Julian German	Sandra Rothwell (LEP)  Carol Bransgrove	Sandra Carol  Other Press Officers	Mark D Sandra	Chris Loughlin (Vice Chair) Gavin Poole  Carol Bransgrove	LEP	



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			(LEP)					
Transport	CC	Mark Duddridge Chris Loughlin Julian German	Nigel Blackler (CC)  Neil Clark  Matt Sidney (CC)	Sandra Glenn Neil  Other press officers	Mark D  Sandra or Glenn  Nigel Blackler	Chris Loughlin (Vice Chair)  Matt Sidney	CC/LEP	Consider LNP or HWB involvement  Likely CC lead with LEP quoted  Check IOS perspective