

Appendix 1 - HIAM Stakeholder List



Ref	Stakeholder	Engagement Level	Concerns, needs & motivation	Preferred channels of Communication	Frequency
1	Lead Member	Embed - Key Player	Political aspirations and direction; Demonstration of cost/benefit; Community perception; Strategic influence as decision maker.	Direct communication; meetings; reports; briefing notes; presentations at committee's	Monthly or as required to meet business needs. As a minimum when strategic documents including HIAM strategy and policy are reviewed and in accordance with the requirements of the Performance Management Framework.
2	Ward Councillors	Embed - Key Player	Local impacts of policy and strategy; Local impacts of projects and development; Political aspirations and direction; Community perception.	Direct communication; meetings; presentations at committee's; newsletter.	As required to meet business needs and as a minimum when strategic documents including HIAM strategy and policy are reviewed.
3	SBC Service Areas	Embed - Key Player	Impact on services and budgets; opportunities to co-ordinate projects; future responsibilities.	Direct communication; meetings; emails; newsletter.	As required to meet business needs and as a minimum when strategic documents with a direct impact upon the services are reviewed in accordance with the requirements of the Performance Management Framework.
4	Atkins Ltd	Embed - Key Player (When appointed to provide support)	Compliance with contractual and legislative requirements; Corporate image; Client satisfaction - repeat business	Direct communication - Written instructions and regular minuted meetings	As required
5	Environment Agency	Engage and satisfy	Public safety; compliance with legislative duties; opportunities to co-ordinate works; risk and resilience; future responsibilities.	Forms of agreement; emails and meetings	As required to meet business needs and as a minimum when strategic documents with a direct impact upon the services are reviewed.
6	Network Rail	Engage and satisfy	Impact to services; opportunities to co-ordinate works; risk and resilience; public safety; future responsibilities.	Forms of agreement; emails and meetings	As required to meet business needs and as a minimum when strategic documents with a direct impact upon the services are reviewed.
7	Highways England	Engage and satisfy	Impact to services; opportunities to co-ordinate works; risk and resilience; public safety; future responsibilities.	Forms of agreement; emails and meetings	As required to meet business needs and as a minimum when strategic documents with a direct impact upon the services are reviewed.
8	Central Government	Engage and satisfy	Compliance with legislative duties; public safety; performance; Spending rules regarding Government grants/loans.	Forms of agreement; questionnaires; annual returns; written correspondence through leadership team.	As required
9	Emergency Services	Engage and satisfy	Impact on services; risk and resilience; public safety	Meetings and emails	As required to meet business needs and as a minimum when strategic documents with a direct impact upon the services are reviewed.
10	Town & Parish Councils	Engage and show consideration	Local impacts of policy and strategy; Local impacts of projects and development; Political aspirations and direction; Community perception.	Meetings and emails; newsletter	As required
11	Local Forums	Engage and show consideration	Local impacts of policy and strategy; Local impacts of projects and development.	Meetings and emails; newsletter	As required
12	Swindon Residents	Engage and show consideration	Personal and local impacts of policy and strategy; Personal and local impacts of projects and development.	Local media - Swindon Advertiser, FLIC Wiltshire, BBC Swindon. NHT Survey; newsletter	As required - managed through Communications team
13	Local Businesses through Chamber of Commerce	Engage and show consideration	Personal and local impacts of policy and strategy; Personal and local impacts of projects and development.	Local media - Swindon Advertiser, FLIC Wiltshire, BBC Swindon. NHT Survey; newsletter	As required - managed through Communications team
14	Neighbouring local authorities and Local Enterprise Partnership	Engage and show consideration	Impact to services; opportunities to co-ordinate works; risk and resilience; public safety; future responsibilities.	Forms of agreement; emails and meetings	As required
15	Great Western Hospital/Health Trust	Engage and show consideration	Impact to services; public safety.	Meeting and emails	As required
16	Statutory Utility Undertakers	Engage and show consideration	Impact to services of policy and strategy; impact to services of projects and development; opportunities to co-ordinate works	Meeting and emails	Quarterly HAUC meetings and as required
17	Minority Groups	Engage and show consideration	Personal and local impacts of policy and strategy; Personal and local impacts of projects and development.	Local media - Swindon Advertiser, FLIC Wiltshire, BBC Swindon. NHT Survey; newsletter	As required
18	Public Transport Operators	Engage and show consideration	Impact to services of policy and strategy; impact to services of projects and development.	Meetings and emails	As required