

# **Communication Plan on amendments to the Route 16 Financial Policy**

## **Overview**

This plan aims to set out how the Route 16 services will consult with stake holders about proposed amendments to the existing financial policy to bring it in line with duties under the Social Services and Wellbeing (Wales) Act 2014.

**The draft policy was originally completed in November 2014, following a period of extensive consultation and review with the Route 16 team.**

**The policy also incorporates best practice from neighboring authorities as we have gathered information about their policies by attending Leaving Care Forums.**

**It is projected that the new policy could save the Local Authority approximately £40,000 per year.**

**In achieving this saving, the policy aims to refocus the team budget by protecting priority needs and making savings where possible.**

## **Objectives**

- To ensure all stakeholders are aware of the proposed changes to the financial policy.
- To engage in two-way communications with both internal and external audiences so that relevant target groups are engaged and informed.
- To disseminate key messages and information about the project and key milestones – ensuring that the information is up-to-date, honest, accurate, relevant and accessible.
- To identify any potentially contentious issues, which might arise during the project, and to respond to these with information, which is honest and reassuring and puts the issues into perspective/context.
- To deliver the actions outlined in the action plan.


## **Tactics**

- The project will adopt a variety of communication tools to disseminate information as widely as possible and to promote a clear understanding of its plans and proposals
- We will achieve this via the authorities website, consultation and engagement, press, media, Newsletters/bulletins, face-to-face events, meetings, briefings, public relations, a consultation document, and literature.

## Potential Stakeholder List

- Young People aged 14 and over
- Foster Carers
- Supervising Social Workers
- Independent Reviewing Officers
- Existing Service Users and their families
- Local Comprehensive Schools
- Local Colleges
- Local Universities
- Supported Lodgings providers
- Dewis
- Housing
- Potential Service Users and their families
- Social Work teams
- CSSIW
- Elected Members
- Leader, Chief Executive and Corporate Directors
- Local AM's and MP's
- Trade Union
- Social Landlords
- CAB
- Local and Regional Media
- Wider community in NPT
- Community Councils
- NPTCBC Staff
- NPT Local Service Board
- Other LA's

## Stakeholder Analysis

High	<b>Group A : Keep Satisfied</b> Unlikely to cause significant disruption, due to low interest	<b>Group B : Key Players</b> Need to be closely aligned with the work and must be satisfied first and foremost, as they have the power to affect what we do.
	CSSIW Elected Members Leader, Chief Executive and Corporate Directors Local AM's and MP's Trade Union	Young People aged 14 and over Foster Carers Family Supervising Social Workers Independent Reviewing Officers Social Work teams
Influence	<b>Group C : Light Touch</b> Will benefit from any generic messages	<b>Group D : Keep Informed</b> Little power to directly affect communication activities
	Local Comprehensive Schools Local Colleges Local Universities Local and Regional Media Wider community in NPT Community Councils NPTCBC Staff NPT Local Service Board Other LA's	Social Landlords CAB Supported Lodgings providers Dewis Housing
Low		
	Low	High
	<b>Potential Impact</b> Stakeholder	

## Timeline to be confirmed

No	Action	Purpose	How	Date	Who	Completed / Notes
1	Meeting with Cabinet	Approve this plan		03.11.2016	Rebecca Jones	
2	Social media link to be placed on Twitter	Open the consultation with this media coverage		04.11.2016	Rebecca Jones	
3	Consultation booklets to be sent to 'key players' in Group B	Provide opportunity for written feedback			Route 16 and LAC	
4	Consultation session with young people (aged 14-18) and carers	Provide opportunity for verbal feedback in Neath		20 <sup>th</sup> December 2016 (AM)	Rebecca Jones and Ben Anderson	
5	Consultation session with young people (aged 14-18) and carers	Provide opportunity for verbal feedback in Bull Dogs (Port Talbot)		20 <sup>th</sup> December 2016 (PM)	Rebecca Jones and Ben Anderson	
6	Consultation session with young people (aged 18-25), carers, and family members in Neath Civic	Provide opportunity for verbal feedback in Neath		28 <sup>th</sup> November 2016	Rebecca Jones and Ben Anderson	
7	Consultation session with young people (aged 18-25), carers, and family members	Provide opportunity for		29 <sup>th</sup> November	Rebecca Jones and	

	in Port Talbot	verbal feedback in Bull Dogs (Port Talbot)		2016	Ben Anderson	
<b>8</b>	Consultation session in Neath Civic with professionals who are 'key players' in Group B, which includes: Supervising Social Workers Independent Reviewing Officers Social Work teams	Provide opportunity for verbal feedback in Neath		28 <sup>th</sup> November 2016	Rebecca Jones and Ben Anderson	
<b>9</b>	Consultation session in Port Talbot Civic with professionals who are 'key players' in Group B, which includes: Supervising Social Workers Independent Reviewing Officers Social Work teams	Provide opportunity for verbal feedback in Port Talbot		29 <sup>th</sup> November 2016	Rebecca Jones and Ben Anderson	
<b>10</b>	Consultation session with Group C and Group D in Neath Civic.	Provide opportunity for verbal feedback in Neath		28 <sup>th</sup> November 2016	Rebecca Jones and Ben Anderson	
<b>11</b>	Consultation session with Group C and Group D in Port Talbot Civic.	Provide opportunity for verbal feedback in Port Talbot		29 <sup>th</sup> November 2016	Rebecca Jones and Ben Anderson	

The above meetings will be chaired by Rebecca Jones (Route 16, Team Manager) and Ben Anderson (Route 16, Deputy Team Manager).

Minutes will be recorded.

The plan above shows how there will be opportunities for meetings during working hours, out of hours, in school term and out, and within the Neath area, and Port Talbot.

When combined with written opportunities for feedback, it is hoped this will allow a range of ways for people to share their views.