

Reablement Detailed Consultation, Engagement and Communication Plan - September 2016

Group	Delivered to whom	Key contact	Key Messages	Method(s)	Deadline	
INTERNAL/ GOVERNANCE	ASC DLT members	Lindsay Richardson	Delegated Decision Report	Meeting and email prior to	Sep-16	LW/VCD/AG
INTERNAL/ GOVERNANCE	Adults Safeguarding Board	Hilary Paxton	Briefing	Email	Nov-16	VCD/AT to draft briefing
POLITICAL AND EXECUTIVE	Cllr Charlwood	Cllr Charlwood	Members Briefing	Meeting and email	Sep-16	Liz Ward
POLITICAL AND EXECUTIVE	Area committees • North West Inner • North West Outer • North East Inner • North East Outer • South Inner • East Inner • East Outer • West Inner • West Outer	Dean Martin - South Jane Maxwell - ENE Baksho Uppal - WNW	Briefing	Email	Nov-16	VCD/AT to draft briefing
SERVICE USERS & CARERS	Citizens of Leeds	David Gold for web updates	reablement booklet http://www.leeds.gov.uk/residents/Pages/Re	• External website - update content	Nov-16	VCD
ASC STAFF GROUPS	Long Term Homecare staff	Jacqueline Wright, Deborah Ramskill	Whole staff consultations Individual Staff Group Consultations Documentation regarding rotas and new positions	Briefings Emails Documentation Face to face consultations	Dec 15 - Oct 16	VCD/AT/LW/AG/AW/JW
ASC STAFF GROUPS	Reablement staff	Jackie Wright/Amanda Wardman	Whole Staff Consultation sessions Individual Staff Group consultations Contribution to process mapping the To be Contribution to developing rotas Contribution to developing new documentation Documentation detailing new roles/changes to roles	Briefings Emails Documentation Face to face consultations Working groups	Dec 15 - Oct 16	VCD/AT/LW/AG/AW/JW
ASC STAFF GROUPS	Directly affected: Assessment & Care Management staff (Occupational Therapists, inc. Team managers/SDMs/business support)	SDM & Team managers email list (HB has copy)	briefing presentation	• Written briefing (email) • Change Communication update • Essentials update • Better Lives Blog • InSite update Presentation	Essentials - Weds deadline, published Thursdays Change comms - last week of month, published first week of month (Dan Nohra)	

Reablement Detailed Consultation, Engagement and Communication Plan - September 2016

Group	Delivered to whom	Key contact	Key Messages	Method(s)	Deadline		
ASC STAFF GROUPS	Indirectly affected (for info only): <ul style="list-style-type: none"> • MH teams • Aspire (LD) • ALL staff • Safeguarding • Day service staff • Residential staff • Care Communications Centre • Public Health 			Briefing	Insite update/Essentials/ASC Newsletter)articles to asc.comms@leeds.gov.uk)	Nov-16	VCD/AT to write briefing
ASC STAFF GROUPS	ASC Support Function Staff: <ul style="list-style-type: none"> • Finance • HR/OD • Estates • IM&T • Performance • Commissioning • PMO • Compliments & Complaints 			Briefing	Insite update/Essentials	30/11/2016	VCD/AT to write briefing
Council-wide staff	All LCC staff with access to Insite			Briefing	Insite update/Essentials	Nov-16	VCD/AT to write briefing
PARTNERS: Other LCC Directorates	LCC Staff: <ul style="list-style-type: none"> • One Stop Shops/Community Hubs • Environments & Housing • Children's Services • Contact Centre • Corporate comms 			Briefing presentation - for community hubs?	Email possible presentation	Nov-16	VCD/AT to write briefing
PARTNERS: Commissioned (Provider) Services and the 3rd Sector	<ul style="list-style-type: none"> • Neighbourhood Networks • Volition • Carers Leeds • Advonet 			Briefing	Full circle newsletter	Nov-16	VCD/AT to write briefing
PARTNERS (Health)	Health Staff: <ul style="list-style-type: none"> • Leeds Community Healthcare • Yorkshire Ambulance Service • Acute Trust • LYPFT • GPs and other practice staff • Health & Wellbeing Partnerships – ENE, WNW, SE • CCGs 			Briefing Presentation - for some groups	Insider publication/Emails	Nov-16	VCD/AT to write briefing

Reablement Detailed Consultation, Engagement and Communication Plan - September 2016

Group	Delivered to whom	Key contact	Key Messages	Method(s)	Deadline	
TRADE UNIONS	Represents	<p>Unison: leon.kirkham@leedsunison.org.uk branch@leedsunison.org.uk</p> <p>GMB: Joanna.perry@leeds.gov.uk</p> <p>Unite: Dick.banks@leeds.gov.uk</p>	ongoing involvement	Regular meetings Workshop attendance/briefing meetings/email	December 15-Oct 16	ALL
GENERAL PUBLIC/PRESS	Citizens of Leeds	David Gold for web updates	http://www.leeds.gov.uk/residents/Pages/Reablement.aspx review of the web page and content	<ul style="list-style-type: none"> External website - update content 	Nov-16	VCD/AT/JO