

**Oxfordshire Supporting People Programme Review 2011-12: Communications Plan (version 1.0)**

**Document 8e**

Audience	Purpose of Communication	Medium	Who	When
Service Users	<ul style="list-style-type: none"> <li>• Gain involvement</li> <li>• Keep informed of review progress</li> <li>• Seek views on future plans for the programme</li> </ul>	<ul style="list-style-type: none"> <li>• SPUG newsletters via providers</li> <li>• SPUG visits to services</li> <li>• SPUG meetings</li> <li>• Discussions at various fora</li> </ul>	<p>SPUG members</p> <p>Supporting People Team, SPUG and service user engagement leads</p>	<ul style="list-style-type: none"> <li>• Quarterly</li> <li>• Throughout the year</li> <li>• When held</li> <li>• October-November 2011</li> </ul>
Service Providers	<ul style="list-style-type: none"> <li>• Gain involvement</li> <li>• Seek views on future plans for the programme</li> <li>• Notify of changes</li> <li>• Identify areas of risk</li> <li>• Keep informed of review progress</li> </ul>	<ul style="list-style-type: none"> <li>• Work stream core-groups meetings</li> <li>• Discussion papers</li> <li>• Core Strategy Group</li> <li>• Provider Forum</li> <li>• Contract monitoring meetings</li> </ul>	<p>Work stream lead officers</p> <p>Supporting People Programme Manager</p> <p>Contract officers</p>	<ul style="list-style-type: none"> <li>• When held</li> <li>• October-November 2011</li> <li>• Monthly</li> <li>• Quarterly</li> <li>• When held</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>• Gain involvement</li> <li>• Seek views on future plans for the programme</li> <li>• Explain impact of developments on clients in the community</li> <li>• Keep informed of review progress</li> </ul>	<ul style="list-style-type: none"> <li>• Work stream core-groups meetings</li> <li>• Discussion papers</li> <li>• Equality Impact Assessment</li> <li>• Progress reports and discussions at various fora</li> </ul>	<p>Work stream lead officers</p> <p>Supporting People Programme Manager</p> <p>Supporting People Team</p>	<ul style="list-style-type: none"> <li>• When held</li> <li>• October-November 2011</li> <li>• Throughout the year</li> <li>• Throughout the year</li> </ul>

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Core Strategy Group	<ul style="list-style-type: none"> <li>• Seek views on future plans for the programme</li> <li>• Explain impact of developments on clients in the community</li> <li>• Keep informed of review progress</li> </ul>	<ul style="list-style-type: none"> <li>• Work stream core-groups meetings</li> <li>• Discussion papers</li> <li>• Equality Impact Assessment</li> <li>• Progress reports</li> <li>• Core Strategy Group meetings</li> </ul>	<p>Supporting People Programme Manager</p> <p>Work steam lead officers</p> <p>Supporting People Team</p>	<ul style="list-style-type: none"> <li>• When held</li> <li>• Throughout the year</li> <li>• Monthly</li> <li>• Monthly</li> </ul>
District Councillors / Commissioning Body	<ul style="list-style-type: none"> <li>• Impact on people in districts</li> <li>• Gain support for the programme</li> <li>• Keep informed of review progress</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion papers</li> <li>• Commissioning Body Meetings</li> <li>• Special briefings</li> </ul>	Supporting People Programme Manager/ Accountable Officer	<ul style="list-style-type: none"> <li>• Throughout the year</li> <li>• Quarterly</li> <li>• As required</li> </ul>
Accountable Officer	<ul style="list-style-type: none"> <li>• Keep informed of review progress</li> <li>• Alert regarding issues and risks</li> </ul>	<ul style="list-style-type: none"> <li>• Progress reports</li> <li>• Email</li> <li>• Update meetings</li> </ul>	Supporting People Programme Manager	<ul style="list-style-type: none"> <li>• Monthly</li> <li>• As required</li> </ul>
Supporting People Team	<ul style="list-style-type: none"> <li>• Gain input into the review</li> <li>• Seek views on future plans for the programme</li> <li>• Keep informed of review progress</li> </ul>	<ul style="list-style-type: none"> <li>• Work stream core-group meetings</li> <li>• Discussion papers</li> <li>• Team meetings</li> </ul>	<p>Work stream lead officers</p> <p>Supporting People Programme Manager</p>	<ul style="list-style-type: none"> <li>• When held</li> <li>• Throughout the year</li> <li>• Monthly</li> </ul>