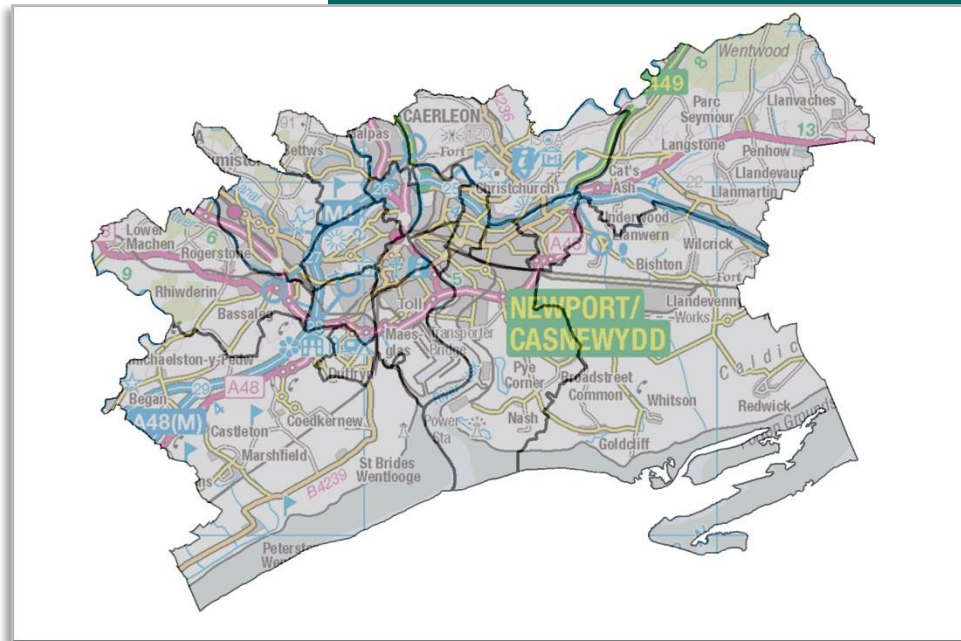


# Communication Plan 2018-19



## One Newport

### V0.2

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## Chapter 1: Introduction

Good communication is central to the success of the work of both the One Newport Public Services Board (PSB) and the wider partnership. The Communication Plan is One Newport's vision for how it plans to manage effective communication across the partnership to raise awareness of the work of the PSB and the Well-being Plan and enable transparency, engagement and involvement.

Within this document it sets out the following:

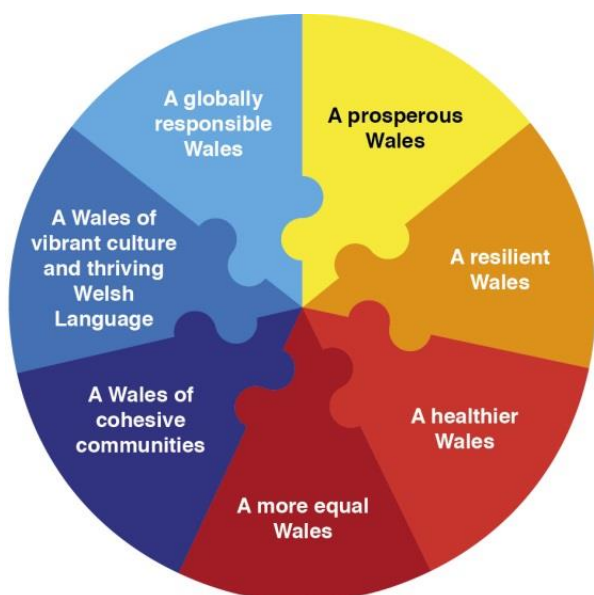
- Background;
- Partnership Delivery Structure;
- Audiences;
- Aims;
- Delivery & Monitoring; and
- Action Plan

## Background

The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environmental and cultural well-being of Wales. It is to ensure that public bodies listed in the Act think more about the long-term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach.

The Act sets out a “sustainable development principle” which is about how the public bodies listed in the Act should go about meeting their well-being duty under the Act.

The principle is made up of five ways of working that public bodies are required to take into account when applying sustainable development. These are: Long Term; Prevention; Integration; Collaboration; and Involvement.



The Act sets seven well-being goals:

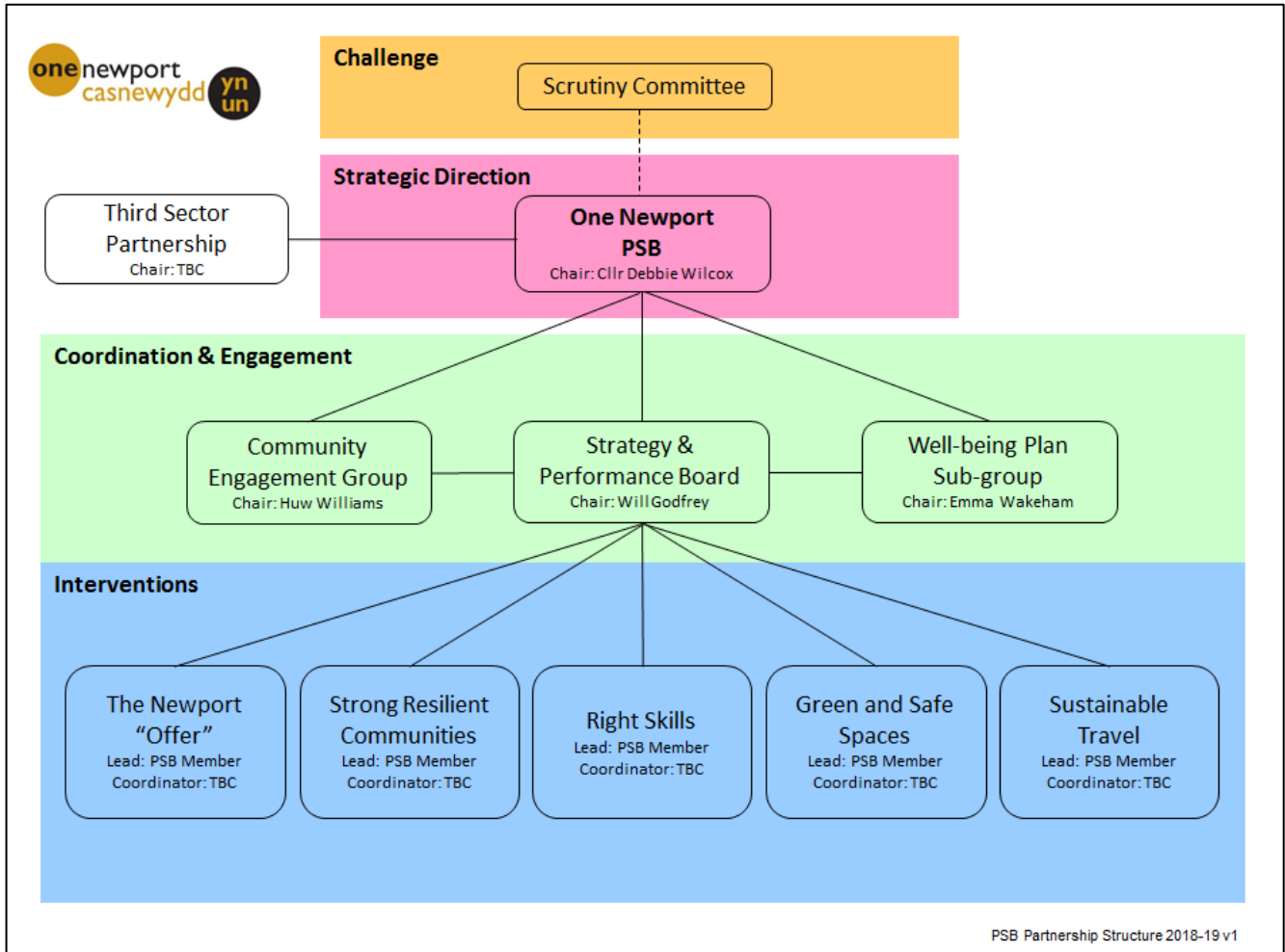
Together they provide a shared vision for the public bodies listed in the Act to work towards. The well-being goals must be considered as an integrated set of seven to ensure that the relevant links are made in the context of improving the economic, social, environmental and cultural well-being of Wales.

In addition to the well-being duty placed on listed individual public bodies, the Act also sets a well-being duty on specified public bodies to act jointly via public services boards (PSBs) to improve the economic, social, environmental and cultural well-being of their area by contributing to the achievement of the well-being goals.

## Chapter 2: Plan & Partnership Delivery Structure

### Partnership Delivery Structure

To support the function of the PSB a partnership structure has been established that shows how the PSB and its sub-groups link together and is displayed below:



As can be seen from the diagram each of the five interventions will have an Intervention Board which will be led (chaired) by a member of the PSB. Each intervention will also have a coordinator from one of the statutory organisations to support the lead. **However, the PSB will be collectively responsible for the delivery of the interventions and meeting the well-being objectives in the Well-being Plan.**

## Chapter 3: Audiences

We need to engage with a number of key stakeholder groups throughout the work of the PSB. It is vital that communication takes full account of the different needs of these groups and clear and regular channels of communication are established and maintained with each of them. Stakeholders can be divided into:

<b>Decision Makers</b>	Public Services Board Strategy and Performance Board Board Members from partner organisations
<b>Delivery Groups</b>	Intervention Boards Intervention Sub-Groups
<b>Interested Partners</b>	Staff within PSB partner organisations not currently directly involved in the delivery of the Well-being Plan Future Generations Commissioner
<b>Affected</b>	Members of the public in Newport Service users and carers

## Chapter 4: Aims

The aims of the communication plan are as follows:

- a) To ensure all stakeholders have the information they need to be able them to undertake their role in the partnership;
- b) To ensure all information is accurate, timely, consistent and up to date;
- c) To promote and publish the Well-being Plan;
- d) To publicise regularly the work of the One Newport partnership and the Well-being Plan to partners and the wider public utilising a range of media and communication methods;
- e) To facilitate a process for partners to effectively communicate their activities when required;
- f) To treat the Welsh language no less favourably than the English Language;
- g) To keep Board Members within partner organisations updated about the work of the One Newport partnership and the Well-being Plan;
- h) To update partners on:
  - The requirements of the Well-being of Future Generations (Wales) Act and the implications for the One Newport partnership;
  - Progress made by the Public Services Board to comply with the requirements of the Act and delivery of the One Newport Well-being Plan.

## Chapter 5: Delivery & Monitoring

The attached action plan will be reviewed by the Strategy & Performance Board during the year to ensure progress is on track.

Strategy & Performance Board Date	Deliverable
<b>28 February 2018</b>	Agree proposed communication plan for 2018-19 Identify potential news stories and specific communications requirements
<b>22 August 2018</b>	Review action plan Identify potential news stories and specific communications requirements
<b>28 November 2018</b>	Identify potential news stories and specific communications requirements
<b>20 February 2019</b>	Review action plan Agree proposed communication plan for 2019-20 Identify potential news stories and specific communications requirements

## Appendix A: Action Plan 2018-19

The table below details the actions that will be undertaken to communicate the work of both the PSB and wider partnership along with progress on the well-being plan for Newport:

						<b>Status</b>	
						Green	On schedule or completed
						Amber	Behind schedule but still achievable
						Red	Well behind schedule and no plans in place
Aim	Action	Audience	Timescale	Responsible Officer / Lead	Progress	Status	
a) To ensure all stakeholders have the information they need to be able them to undertake their role in the partnership;	<b>Induction Pack</b> <ul style="list-style-type: none"> <li>Partnership Induction information pack up-to-date and made available to new members.</li> <li>Updated on website.</li> </ul>	Decision Makers / Delivery Groups	Annually	Policy, Partnership & Involvement Team			
			Annually	Policy, Partnership & Involvement Team			
	<b>Meeting Papers</b> <ul style="list-style-type: none"> <li>All meeting papers sent out to board / group members one week before the meeting.</li> <li>All meeting papers available online following the meeting.</li> <li>Link to terms of reference added to all meeting agendas.</li> </ul>	Decision Makers / Delivery Groups / Interested Parties	Ongoing	Policy, Partnership & Involvement Team			
			Ongoing	Policy, Partnership & Involvement Team			
			Ongoing	Policy, Partnership & Involvement Team			
	<b>Data</b> <ul style="list-style-type: none"> <li>Newport Well-being Profile and Community Profiles updated and available on</li> </ul>	Decision Makers / Delivery	Annually	Well-being Plan Sub Group			



Status	
Green	On schedule or completed
Amber	Behind schedule but still achievable
Red	Well behind schedule and no plans in place

Aim	Action	Audience	Timescale	Responsible Officer / Lead	Progress	Status
	Newport Atlas. <ul style="list-style-type: none"> <li>Raise awareness of this resource.</li> </ul>	Groups				
	<b>Performance Reports</b> <ul style="list-style-type: none"> <li>Delivery &amp; Performance Framework published to website.</li> <li>Intervention Dashboards and Annual Reports available on the website.</li> <li>Dashboards advertised across the partnership and via the NCC staff bulletin.</li> </ul>	Decision Makers / Delivery Groups / Interested Parties	Annually Quarterly Quarterly	Wayne Tucker Wayne Tucker Wayne Tucker		
	<b>Partnership Updates</b> <ul style="list-style-type: none"> <li>Issue a Summary of PSB Business following each meeting to raise awareness and understanding of the work of the PSB and aid transparency.</li> <li>Undertake information events.</li> </ul>	Decision Makers / Delivery Groups / Interested Parties	As required	Nicola Dance / Wayne Tucker		
	<b>Contact Lists</b> <ul style="list-style-type: none"> <li>Review and update contact lists.</li> </ul>	All	Annually	Policy, Partnership & Involvement Team		
b) To ensure all information is accurate, timely,	<ul style="list-style-type: none"> <li>Review and update the One Newport website with a view</li> </ul>	Decision Makers /	Quarterly	Wayne Tucker		

Status	
Green	On schedule or completed
Amber	Behind schedule but still achievable
Red	Well behind schedule and no plans in place

Aim	Action	Audience	Timescale	Responsible Officer / Lead	Progress	Status
consistent and up to date;	<p>to making the site more user friendly, easier to navigate and more engaging for stakeholders &amp; the general public.</p> <ul style="list-style-type: none"> <li>Review and update Terms of Reference.</li> </ul>	Delivery Groups / Interested Parties	Annually	PSB		
c) To promote and publish the Well-being Plan;	<ul style="list-style-type: none"> <li>Designed version of the Well-being Plan to aid understanding and engagement with the plan.</li> <li>Press release issued to launch the well-being plan.</li> <li>Promote the well-being plan animation.</li> <li>To be publicised via One Newport Bulletin / Staff bulletins / Newport Matters / Social Media / website as appropriate.</li> </ul>	Decision Makers / Delivery Groups / Interested Parties / Affected	May	Policy, Partnership & Involvement Team		
d) To publicise regularly the work of the One Newport partnership and the Well-being Plan to partners and the wider public utilising a range of media and communication methods;	<ul style="list-style-type: none"> <li>Press release / communication issued following each PSB meeting.</li> <li>Strategy &amp; Performance Board / Intervention Leads to identify specific projects / good news stories from</li> </ul>	Decision Makers / Delivery Groups / Interested Parties / Affected	As required Quarterly	PSB Strategy & Performance Board / Intervention Leads		

Status	
Green	On schedule or completed
Amber	Behind schedule but still achievable
Red	Well behind schedule and no plans in place

Aim	Action	Audience	Timescale	Responsible Officer / Lead	Progress	Status
	performance reports. <ul style="list-style-type: none"> <li>Publish final SIP Annual Report 2017-18 identifying highlights of the year.</li> <li>To be publicised via One Newport Bulletin / Staff bulletins / Newport Matters / Social Media / website as appropriate.</li> </ul>		Annually	Wayne Tucker		
e) To facilitate a process for partners to effectively communicate their activities when required;	<ul style="list-style-type: none"> <li>Issue a regular Bulletin with information from partner organisations.</li> </ul>	Decision Makers / Delivery Groups / Interested Parties	Monthly	Wayne Tucker  Partners to provide news stories		
f) To treat the Welsh language no less favourably than the English Language;	<ul style="list-style-type: none"> <li>Develop a One Newport Welsh Language website.</li> <li>Translate SIP Annual Report, and Newport Community Well-being Profile.</li> <li>Translate articles in One Newport Bulletin.</li> <li>Translate additional partnership reports when required.</li> </ul>	Decision Makers / Delivery Groups / Interested Parties	TBA  As required  Monthly  As required	Policy, Partnership & Involvement Team Wayne Tucker  Wayne Tucker  Policy, Partnership & Involvement Team		
g) To keep Board Members within partner	<ul style="list-style-type: none"> <li>Briefing to cabinet member.</li> </ul>	Decision Makers	Quarterly	Policy, Partnership & Involvement Team		

Status	
Green	On schedule or completed
Amber	Behind schedule but still achievable
Red	Well behind schedule and no plans in place

Aim	Action	Audience	Timescale	Responsible Officer / Lead	Progress	Status
organisations updated about the work of the One Newport partnership and the Well-being Plan;						
h) To update partners on: <ul style="list-style-type: none"> <li>- The requirements of the Well-being of Future Generations (Wales) Act and the implications for the One Newport partnership;</li> <li>- Progress made by the Public Services Board to comply with the requirements of the Act and delivery of the One Newport Well-being Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information about the Act in the Induction Pack.</li> <li>• Provide information about the Act on the One Newport Website.</li> <li>• To be publicised via the One Newport Bulletin / Staff bulletins / Newport Matters / Social Media as appropriate.</li> </ul>	Decision Makers / Delivery Groups / Interested Parties	As required	Policy, Partnership & Involvement Team		