

**Project: Stocksbridge Older Peoples Accommodation  
Communication Plan: Updated 21<sup>st</sup> August 2012**

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Who to communicate with	Purpose	What to communicate	Type of communication	By When	By whom	Priority	Update
EMT	To secure agreement to proceed.	Summary of proposals for closures of Newton Grange and Sweeney House Sheltered Housing (SH) scheme and decent home upgrade to Balfour House SH scheme  Impact to residents Reprovision plans  Consultation Plan	Briefing paper	14/06/12	AR	H	Completed 14/06/12
			Email				Ongoing
			Report to Director	25/06/12	AR	H	
<b>Cabinet Member Mary Lea</b>	To secure in principle agreement to proceed with the consultation about the proposals for the area and the impact to residents and wider community.	Summary of proposals for closures of Newton Grange and Sweeney House Sheltered Housing (SH) scheme and decent home upgrade to Balfour House SH scheme	Briefing paper and Cabinet report to rescind decision to demolition of Balfour House SH scheme	23/05/12	Ann Ellis, Angela Rowland	H	Complete

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		Briefing to Mary Lea		25/06/12	AR	H	
<b>Elected Members as determined by Cllr M Lea</b>	To inform of the proposals and the planned consultation with residents, key stakeholders and wider community. To advise members of the impact to all residents and wider community.	Summary of proposals for closures of Newton Grange and Sweeney House Sheltered Housing scheme. Proposals for decent home upgrade to Balfour House SH scheme and new accommodation	Meeting with Cabinet Lead and members  Briefing paper	23/05/12	Lead: Ann Ellis/ Angela Rowland  Support: Sharon Marriott/ Sandra Capewell	M	Complete
<b>MP's</b>	To inform of the proposals and the planned consultation with residents, key stakeholders and wider community. To advise members of the impact to all residents and wider community.	Summary of proposals for closures of Newton Grange and Sweeney House Sheltered Housing scheme. Proposals for decent home upgrade to Balfour House SH scheme and new accommodation	Briefing session with Angela Smith MP for Stocksbridge	w/c 04/06/12  Ongoing as plans progress	Lead: Ann Ellis/Angela Rowland	H	Mary Lea advised Complete
<b>Service Managers in Communities</b>	To inform of the proposals and Communication Plan	Summary of proposals for closures of Newton Grange and Sweeney House Sheltered Housing (SH) scheme and decent home upgrade to Balfour	Email, briefing paper and Comms plan	11/06/12	Lead: Angela Rowland  Support: Sharon Marriott  Lead ACM Celia	H	

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		House SH scheme			Jackson Chambers		
		Secure resources from ACM to support reassessment of residents and ongoing support through closure	Meeting		Team Manager: Julie Proseti		Completed 15/06/12
<b>Service Managers in Sheffield Homes</b>	To inform of the closure and advise and agree Communication Plan	Summary of proposals for closures of Newton Grange and Sweeney House Sheltered Housing (SH) scheme and decent home upgrade to Balfour House SH scheme Secure resources to support Sheltered Housing residents	Email, briefing paper and Comms plan	11/06/12	Lead: Ann Ellis/Pat Niblett  Support: Sandra Capewell	H	
<b>Meeting with Trade Unions</b>	To inform of the proposals and the planned consultation with residents, key stakeholders and wider community.	To discuss the impact of the proposals in relation to staff and options/impact of redeployment /redundancy	Meeting with Trade Unions	27/06/12	Chris O'Dell  (with support from Sharon Marriott)	H	
<b>Affected Staff in C4U</b>	To inform of the proposals and the planned consultation	To discuss the impact of the proposals in relation to staff and	Meeting with staff.  Follow up with a face	Face to face meeting	Chris O'Dell 28/06/12 With support		

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<p><b>Wider C4U staff group</b></p>	<p>with residents over the reprovion options.</p>	<p>options/impact of redeployment /redundancy</p>	<p>to face meeting with individual staff</p> <p>Letter to staff about employment, options for redeployment and/or redundancy</p> <p>As part of existing communication and MER processes</p>	<p>28/06/12</p>	<p>from HR</p> <p>Eddie Sherwood (drafted by SM)</p> <p>Chris O'Dell/HR</p>		
<p><b>Newton Grange Existing Residents Families/relatives and Carers</b></p>	<p>To inform residents and carers of the proposals for the area and the proposals for the closure of the unit. Process and support during reassessment and options for alternative provision of long term care.</p>	<p>The proposals for the closure of Newton Grange and the closure of Sweeney House Sheltered Housing (SH) scheme and decent home upgrade to Balfour House SH scheme and the proposals for the new build accommodation for the site.</p>	<p>Residents advised of the meeting at NG</p> <p>Telephone call to all relatives/carers to invite to meeting about the future of Newton Grange</p> <p>Face to face meeting with residents relatives/carers.</p>	<p>Face to face with residents 27/06/12</p> <p>Telephone calls 27/06/12</p> <p>Meeting with residents and carers Thursday 28/06/12</p>	<p>Lead: Angela Rowland</p> <p>Lead Manger Care4you</p> <p>Support: Sharon Marriott</p>	<p>H</p>	

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<b>Respite Service Users</b>	To inform users and carers of the proposals and the impact of the closure.	To discuss process for alternative reprovion and support process.	Letter with details of proposals and next steps including support in option for reprovion	Posted 29/06/12			
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<p><b>Sheltered Housing Residents</b></p> <p><b>Families/relatives and carers</b></p>	<p>To inform residents relatives and carers of the proposals of the area and the proposals of the Decommissioning of Newton Grange, Sweeney House, upgrade of Balfour House and the development of the new accommodation</p>	<p>Discuss options and rehousing solutions and support available. Options for priority for housing in to new accommodation</p>	<p>Invite letter to meeting – hand delivered</p> <p>Face to face meeting with residents – two meetings to take place at Balfour House and Sweeney House the day after Newton Grange residents have been informed.</p>	<p>Letter 26/06/12</p> <p>Meeting with residents, relatives/ carers 29/06/12</p>	<p>Lead: Rhian Owen (Sheffield Homes)</p> <p>Support: Sandra Capewell</p> <p>Decent Home Investment Team?</p>	<p>H</p>	
<p><b>Sheltered Housing Investment Group (SHIG)</b></p>	<p>To inform and the proposals for the decommissioning of Sweeney House and the upgrade of Balfour House and development of new accommodation.</p>	<p>Summary of proposals for closures of Newton Grange and Sweeney House Sheltered Housing (SH) scheme and decent home upgrade to Balfour House SH scheme</p>	<p>Meeting with SHIG – ( this was scheduled for 21/06/12.</p> <p>Do we know what's happening with this now?</p>	<p>TBA</p>	<p>Ann Ellis</p>	<p>M</p>	

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<b>Communications and Media</b>	To advise of the proposals for the decommissioning of Newton Grange, Sweeney House, upgrade of Balfour House and development of new accommodation.	Summary of proposals for closures of Newton Grange and Sweeney House Sheltered Housing (SH) scheme and decent home upgrade to Balfour House SH scheme and development of new accommodation	Email/Briefing note	25/06/12 Ready for distribution at meetings scheduled w/c 25/06	Sharon Marriott  Sandra Capewell	H  H	
	Approval of communications/ letters, etc	Approval of letters  Preparation of press/media statement and draft responsible to possible enquiries. Based on factual information.	Email  Briefing article  News release /Media statement  To cover all local publications i.e. Look Local		Rachel King (comms team)  Emma Hollingworth (Media Team)	H  H	
<b>Other stakeholders</b>  <b>Affected groups using Newton Grange and the Sheltered</b>	To advise of the proposals for the decommissioning of Newton Grange, Sweeney House, upgrade of Balfour House and	To discuss the impact of the proposals and decommissioning and options for relocation to other venues. Discuss support available for user	Age UK lunch club at Newton Grange	Begin 02/07/12	Sharon Marriott/ Sandra Capewell  Sharon Marriott/	M	

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<b>Housing Scheme</b>	development of new accommodation.	groups affected.			Sandra Capewell  Sharon Marriott		
<b>Local Care Home Providers</b>  <b>Alpine Lodge</b> <b>Belmont House</b> <b>Coumes Brook</b>	To inform of the proposals with residents, key stakeholders and wider community. To advise members of the impact to all residents and wider community.	To discuss the impact to the care home residents. The possible reprovion alternatives, outline timetable and process for decommissioning	Individual meetings with care homes	From 02/07/12	Sharon Marriott	M	Completed 3 <sup>rd</sup> July
<b>Wider Stocksbridge Community</b>	To inform of the proposals	Summary of proposals for closures of Newton Grange and Sweeney House Sheltered Housing (SH) scheme and decent home upgrade to Balfour House SH scheme and development of new accommodation The impact to the residents and the wider community	Wider Stocksbridge community  North Community Assembly	Begin 02/06/12	Lead: Angela Rowland  Support: Sharon Marriott/ Sandra Capewell  Sheffield Homes		Attended Stocksbridge Town Council 3 <sup>rd</sup> July  North Community Assembly 11 <sup>th</sup> July  Stocksbridge Forum 25 <sup>th</sup> July

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<p><b>Other Groups</b></p>	<p>To inform of the proposals and impact to residents, key stakeholders and the wider community.</p>	<p>Summary of proposals for closures of Newton Grange and Sweeney House Sheltered Housing (SH) scheme and decent home upgrade to Balfour House SH scheme and development of new accommodation The impact to the residents and the wider community</p>	<p>50+  OPPB  Expert Elders  OP Dignity Champion</p>	<p>Briefings/ Meetings</p>	<p>Lead: Angela Rowland  Support: Sharon Marriott/ Sandra Capewell  Sheffield Homes</p>	<p>M</p>	
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