

DRAFT COMMUNICATIONS PLAN: SEND Parent Carers Participation Developments

Purpose of this communication plan:

To ensure Council and SEND Partnership Leaders are aware of developments ahead of any media interest / direct contact from members of the public

To raise awareness across the SEND partnership so that managers and staff undertaking engagement / coproduction activity are aware that Bristol Parent Carers (BPC) is no longer the council's key Parent Carer partner.

Key Messages:

The council is in discussion with the DfE's parent participation delivery partner, Contact, to explore a new model of parent carer forum for Bristol Local Area that will be able to fulfil the DfE requirements of a formal, grant funded Parent Carer Forum.

As of the 15th June, members of Bristol Parent Carer Forum steering group will no longer be sitting at the strategic table (e.g. SEND Partnership Group and SEND Improvement Board) and BPC should not therefore be seen as representing the voice of the wider SEND parent carer community in Bristol.

Members of BPC are still welcome to engage in SEND Partnership participation activities as individuals and as a member of the wider Community of Groups which meets six weekly.

Communication Plan

Date	Group / Event	Method	Who	comment
28.03.22	CMB	Verbal briefing	Alison Hurley	Agreement to proceed, mindful of public perception
29.03.22	'Contact' [REDACTED] [REDACTED]	Teams meeting arranged 11:00 to provide update on process and discuss next steps	[REDACTED] [REDACTED] [REDACTED]	[REDACTED] to brief AH on Contact's advice / next steps before Cabinet meeting
29.03.22 13:30	Cabinet Board	Verbal briefing and comms plan and agreed comms to be shared	Alison Hurley	
06/04/22	Letter sent to BPC Chair raising concerns and inviting to meet	Approved letter, signed by Hugh Evans to be emailed to Chair @ bpc.hayley@gmail.com	Hugh Evans' [REDACTED]	
07/04/22	Letter received from BPC chair in response			
10/06/22	Meeting between BCC and BPC	On line meeting at their request as chair no longer able to meet face to face.	HE/AH/VJ	Meeting facilitated by Contact associate. Did not reach a conclusion
13/06/22	Letter received from BPC chair setting out requirements and desired responses before another meeting			
15/06	Letter drafted from Hugh to BPC chair advising that BCC not going to	[REDACTED] sent to HE/AH/VJ and [REDACTED] with this (previously agreed) comms plan		Letter to be sent from HE's [REDACTED] once agreed.
Before letter sent	Advise [REDACTED] [REDACTED] CONTACT			

	Advise Gail Rogers/[REDACTED] [REDACTED]			
	Cllr Asher Craig and other members as relevant			
Tbc once	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	Telephone call / email to confirm letter sent to BPC	■	
tbc	[REDACTED] [REDACTED]	Teams call	■	
tbc	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	Email and copy of comms	■	
tbc	SEND Partnership Group members	Email and copy of comms	■	
tbc	Community of Groups meeting	Verbal update	Cllr Craig and AH	