

# Caerphilly County Borough Council Draft Sport and Active Recreation Strategy 2019-2029 Consultation Report

## APPENDIX 1: Communications and Engagement Plan

### Key Activities and Timescales

Activity	Timescales
Newsline article informing all residents of the forthcoming consultation (delivered to 80,000+ homes)	June 2018 edition
Pre-publicity to coincide with publication of scrutiny report <ul style="list-style-type: none"> <li>• All CCBC staff email</li> <li>• All Councillors email</li> <li>• Intranet article</li> <li>• Media Release</li> <li>• Web article (CCBC site and Leisure Lifestyle site)</li> <li>• Social Media</li> <li>• Gov Delivery</li> </ul>	w/c 18 <sup>th</sup> June 2018
Regeneration Scrutiny Committee	Tues 26 <sup>th</sup> June 2018
Post Cabinet meeting announcement	Wednesday 27 <sup>th</sup> June 2018
Launch of video	9 <sup>th</sup> July 2018
Pre-consultation Members Seminar	9 <sup>th</sup> July 2018
<b>Consultation Period</b>	<b>Friday 16<sup>th</sup> July – 21<sup>st</sup> Sept 2018</b>
Survey online and paper format available from leisure centres, main public facing council buildings and other venues impacted – community centres, country parks wherever possible	Throughout consultation period
Launch publicity to coincide with start of consultation period <ul style="list-style-type: none"> <li>• Media Release</li> <li>• Web article (CCBC and Leisure Lifestyle)</li> <li>• Social Media</li> <li>• GovDelivery – email communication</li> <li>• NewsOnline promotion and email alerts to our subscriber database with link to online survey.</li> </ul>	16 <sup>th</sup> July 2018 and ongoing throughout the consultation period
Newsline article informing all residents that the consultation is live (delivered to 80,000+ homes)	September 2018 edition
<ul style="list-style-type: none"> <li>• Website promotion: prominent banner on front page with clear links to online survey</li> <li>• Consultation posters in public facing Council venues and printed versions of the survey available from leisure centres, main public facing council buildings and other venues impacted – community centres, country parks</li> </ul>	Throughout consultation period
Face to face drop in sessions at 11 venues across the County Borough	30/7/18 to 13/9/18

## Key Audiences and Stakeholder Groups

The organisations and groups were contacted directly in writing via e-mail/letter and invited to comment on the draft proposal. The Youth Forum and Public Services Board met to discuss.

50+ forum
Action Hearing Loss Cymru
Age Connect
Age Cymru
All local Councillors
All smart card users (for leisure centres)
All Town and Community Councils
British Deaf Association
Caerphilly Borough Mind
Caerphilly County Borough Access Group
Caerphilly People First
*Caerphilly Youth Forum Borough wide meeting 20/9/18
Community centre secretaries/groups who use community centres currently
Deafblind UK
Disability Can Do
Disability Sports Wales
Disability Wales
Groups who use leisure facilities for any other activities
Groups who use tourism venues for active recreation
LGBTQ+ youth group
Menter Iaith
Caerphilly Parent Network
Race Council Cymru
Race Equality First
RNIB (Royal National Institute of Blind People)
Scouts and Guides
SEWREC
Sports and clubs across the county borough
Stonewall Cymru
Tenovus
The Basement
Umbrella Cymru
Welsh Language Forum including Meithrin
Youth Clubs
WLGA
Dragons Rugby
Further and Higher Education Colleges including Coleg-y-cymoedd
Welsh Athletics
Sports Wales
Future Generations Commissioner
Older People's Commissioner
Children's Commissioner
Welsh Language Commissioner
Equalities and Human Rights Commission
Local Assembly Members - Rhianon Passmore; Hefin David; Dawn Bowden)

Local Members of Parliament - Gerald Jones; Chris Evans; Wayne David
*Public Services Board – meeting 11/9/18
Partner organisations through Standing Conference membership list
Voluntary Sector via GAVO
All schools and parents via head teachers
Business Forum
Current private sector leisure providers within the County Borough
Neighbouring local authorities