Consultation Plan (Appendix 2)

Name of consultation	Haringey's Homelessness Strategy 2011-2014		
Project Manager Consultation	Rosie Green, Principal Policy Officer		
Period	3 months 1 st August – 31 st October 2011		
Business Unit	Policy, Intelligence and Performance		
What has triggered this consultation?	It is a statutory requirement for local authorities to have a Homelessness Strategy. The current one ends in 2011 so we are now developing one to replace this.		
	Homelessness is a big issue in the Borough and the Council has as one of its priorities to reduce the level of homelessness		
	The decision to consult has been made by the Deputy Director for Housing Services and the draft strategy for consultation has been agreed by the Integrated Housing Board, a theme board of Haringey's Strategic Partnership		
Project Description	This consultation aims to provide wide and varied opportunities for people and organisations who want to be involved in tackling homelessness in Haringey The consultation will help us to agree priorities and identify the key actions to achieve these.		
Business Case	The strategy is identified within Community Housing Services Business Plan 2011/2012 as a key area of work. The strategy is required so that we understand the current issues that impact on the levels of homelessness and then plan through a multipartnership approach how we will manage this. The resultant work will be a key driver in how Community Housing Services and its partners deliver services and work together over the next 3 years. The strategy recognises that the Council alone cannot solve all the issues and that our proven approach delivers the outcomes required.		

Objectives/ The objectives and purpose of the consultation is to ensure that: **Purpose** • The needs analysis data is accurate • The draft strategy addresses all the relevant issues nationally, regionally and locally • The resultant actions will address deliver the agreed aims That all stakeholders, Elected Members, service users and residents of the Borough have the opportunity to contribute to the strategy **Outcomes** We expect the following outcomes An agreed approach with partners on how to tackle homelessness • A clear delivery plan that has measurable outcomes • An agreed way to monitor, review, evaluate and report on the delivery plan and whether it has been successful We will incorporate feedback received through the consultation process into the final strategy and action plan. A consultation report will be written and circulated as well as being posted on the web.

Who is to be consulted? (Complete Table A)	See Stakeholder map at Table A Consultation will be through: • Email strategy to stakeholders to seek their views • Article in Haringey People and press release sent to local papers • Council's website • Elected Members • Email address for comments to sent to be advertised • Discussion of policy at Cabinet and Integrated Housing Board • Specific consultation event • Partners (Registered Providers and third sector) to hold consultation events with their staff and service users		
(Complete Table B)	Feedback from consultation will be detailed in a report produced by end of Nov 2011. Results will be posted on Haringey website by Jan 2011. Individual responses will be provided to enquiries and feedback. Amend and implement strategy which will be published after agreement from Cabinet. Copies will be available through council's website.		
Risks (Complete Table C)	Table C completed and attached		
Organisation	The organisation of the consultation is lead by Rosie Green, Principal Policy Officer. The Integrated Housing Board will approve the consultation approach. The consultation will be delivered by a project team and we will seek involvement from our partners to assist in undertaking consultation within their respective organisations		
Detailed Project Plan	Draft consultation plan to be agreed by strategy development group 12.7.11 Consultation plan to be agreed by Integrated Housing Board 25.7.11		

	Agree approach with corporate Communications for advertising etc by 31.7.11		
	Put on web 1.8.11		
	Map out which meetings/group etc to attend to discuss strategy by 8.8.11		
	Agree date for ½ day event in Oct by 15.8.11		
	Attend meetings as planned		
	Plan for ½ day event		
	When consultation finished complete consultation report and publish by Jan 2012		
	Incorporate findings from consultation into strategy by end Oct		
Budget	The consultation will be delivered within existing resources		
Control	A Principal Policy Officer will control the consultation process and this will be monitored by the Integrated Hosing Board and the Homelessness Strategy Development Group		

Table A: Who to consult

Who?	About What?	How?	Comments/issues/risk
Stakeholders, partners, service users and residents (Homes for Haringey, Registered Providers, advice organisations, Adults and Children's services, Elected Members, Community Housing Services, tenants and resident groups)	 Content Priorities – are they right? What are the key actions to achieve priorities? What are the timescales, who is responsible? 	 Publish on web Advertise in Haringey People and local press Meetings, Discussion groups etc ½ day event 	Risks – with limited resources we need to ensure that we are able to reach and include all relevant groups

Table B: Planning the Feedback and Publication

Opportunities	
We will collate all the responses at the end of	
the consultation and use to complete the	
strategy and develop the delivery plan.	
However we will use the feedback received	
prior to the ½ day consultation event in	
October when planning the programme as we want to test the responses received to date.	
want to test the responses received to date.	
We will publish the overall consultation	
feedback in Jan 2012 on the Council's web	
pages. We will circulate a summary of the ½	
consultation event to all attendees	

Table C: Risks

Table of Ricks			
Risk/Issue Identified	Controls	Actions Required	Manager/officer
The project manager leaves/is taken ill	Wider team involved in undertaking consultation can cover	All team involved and have relevant skills and knowledge not just of the strategy but how to undertake consultation	Rosie Green
Low response to the consultation	Good planning to ensure the consultation is wide ranging and inclusive	Planning of meetings etc to discuss and get feedback is robust. Also involve our partners in this	Rosie Green
Consultation responses indicate additional resources are required to	Be clear at outset that resources are limited	If this does emerge then report to SMT for discussion and	Rosie Green
additional resources are required to	resources are illilled	SIVIT TOT CISCUSSION AND	

Risk/Issue Identified	Controls	Actions Required	Manager/officer
deliver priorities		consideration	