

## **PUBLICATION, PRESENTATION AND DISTRIBUTION**

### **Introduction**

The joint review team will arrange with the local authority to present the report to elected members in a meeting to which the public has access. The report becomes a public document at the date and time of its presentation but it is not officially published until the day after. On publication, it will be placed on the joint review website.

It is expected that those attending the meeting will have an opportunity to read the report in advance, on the understanding that there is a media embargo on the report until after the presentation.

The lead managers in CSSIW and WAO are responsible for dealing with issues about the presentation and publication of the report on behalf of their organisations. This includes including briefing the media on behalf of the joint review team and responding to press enquiries.

It is important that the report and summary reach a wide readership of politicians, staff, other agencies and the public. The joint review team will supply copies of the report summary so that the local authority can distribute them to those who participated in the review and to inform the general public of the outcome. The authority is asked to distribute the summary to its staff, other agencies and local information points.

The lead reviewer can be asked to visit the authority and:

- present the key findings to the service users and carers reference group; and
- take part in a workshop organised by the local authority for other stakeholders (including staff in social services).

CSSIW and WAO will also circulate the report to their own key stakeholders.

### **Press and publication issues**

Reports are embargoed until the date and time of the presentation to elected members. The formal publication for the report is the day after the presentation. All published reports will be accompanied by a press release drafted by the lead manager in advance of the presentation date.

The lead manager from CSSIW will provide the Minister for Health and Social Services with a briefing in advance of publication and liaise with the press offices in the National Assembly and the WAO about any media statement that may be produced. A press conference may be held to publicise the report's findings. Embargoed copies of the report will be sent to the authority's local MPs and Assembly Members the day before the presentation.

The WAO press office will contact the local authority press office about one week before the date of presentation to discuss detailed arrangements for communicating with the media. A copy of the joint review press release will be provided and a copy of the local authority's own proposed press release should be shared with the WAO press office.

Two or three days in advance of the publication of the report, the WAO press office will send copies of the press release and a copy of the report under embargo to local, specialist and any other interested media.

Copies of the report should be circulated to elected members and other attendees in advance of the presentation to elected members (as an item with other papers, for example) but it must be made clear that the report remains under embargo and is strictly confidential until the meeting. Please note that, prior to publication, the report remains the property of CSSIW and WAO. Hence there is no legal requirement for the local authority to circulate the report in advance of the presentation.

The report will be available for members of the public to purchase via the joint review team on the day after presentation. The report will also appear on the joint review web-site.

In some circumstances, CSSIW and WAO may hold a press conference to publicise the report's findings.

### **Presentation to elected members**

The presentation of the review report to elected members is a key stage in the review process. This must be a meeting to which the public has access. The most appropriate type of meeting will depend upon the particular governance arrangements within the local authority. A date for the presentation should be set as early as possible in discussion between the local authority, the lead reviewer and the review support co-ordinator following the meetings to feed back the headline findings.

At the time of the presentation of the joint review report to elected members, the local authority should also present its draft action plan as a response to the publication of the report. Joint review team members attending the meeting will be willing to enter into discussion about the review, the report and the draft action plan.

The usual format for the presentation is for the line manager from CSSIW or WAO and the lead reviewer to make a presentation of findings and conclusions. The Director of Social Services or the portfolio holder then introduces the draft action plan, followed by discussion and debate. The form of the presentation is entirely a matter for the joint review team but the slides will be shared with the social services management team prior to the presentation and any proposals for amendments, fine-tuning or clarification will be considered. The meeting should be asked formally:

- to accept the report

- to approve the draft action plan and proposals for further development of the action plan – including consultation with key stakeholders, such as representatives of partner agencies and service users and carers.

### **Welsh language**

In all local authorities, the report and the summary will be translated in accordance with the National Assembly's Welsh Language Scheme.

### **Distribution**

The joint review team will provide enough copies of the report summary so that local authorities can:

- distribute them to those who participated in the review;
- inform the general public of the outcome of the review.

Each Authority will receive 1000 report summaries. SSIW and WAO will circulate the report to its own key stakeholders. The report and summary will also be placed on the joint review web-site. Local authorities may wish to provide the report or summary in other versions (such as Braille, large print, other local community languages, on tape).