

ACTION	LEAD	By when	Status Red Amber Green
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Coventry Working Together on Welfare Reform Action Plan 2016/17

1. A FORUM			
	Meet regularly at least bi-monthly	Alan Markey Support Tina Wukics	Thursday 8 December 2016 Wednesday 18 January 2017 Wednesday 29 March 2017 Wednesday 24 May 2017 Wednesday 12 July 2017
1(a)GUEST SPOT			
	Invite a programme of speakers	Tina Wukics	
	Helga Collier, C&W Mind	Tina Wukics	January 2016 01/16
	Phil Deakin AFCC and Caroline Quinn, RBL guest speakers	Tina Wukics	March 2016 03/16
	Cyrenians – Homelessness	Tina Wukics	May 2016 05/16
	Rooted Project - CAB	Tina Wukics	September 2016 09/16
	Michael Orton	Alan Markey	January 2017 Red
	Valley House	Tina Wukics	Red
	Positive Youth Foundation – Young People	Tina Wukics	Red
2. COMMUNICATIONS			
	Coventry Law Centre Welfare Reform website will be developed by March 2016. Links to the website will be shared with the group and embedded on their websites.	Janet Gurney Benefitsaware.centralenglandlc.org.uk	April 2016 July 2016
	Case studies (see Universal Credit sub-heading) to be linked with the Coventry Telegraph and Citivision)	Janet Gurney/Darren O'Shaughnessy	Minimum of 6 per year Yellow
	An Advice Column (based on a Q &A model) in the Coventry Telegraph giving information to residents about emerging and current		6 x per year Yellow

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changes to the benefit system. DOS to broker the deal. Will contact the Telegraph and the group will provide the content	Darren O'Shaughnessy/Janet Gurney/Sophie Parkes/Alan Markey		Amber
We will produce an article to be included in each edition of Citivision. Citivision will be reduced to a smaller print run and have a more targeted distribution. <ul style="list-style-type: none"> Article re: Benefit Cap (to include debt) for the September deadline 	Darren O'Shaughnessy/Janet Gurney/Ed Hodson /Alan Markey	Next copy deadline date: 09/16 12/16 03/17	Green
To produce a press release on behalf of the group, with a specific focus on the Benefit Cap. The article to include information about the support available to find work	Darren O'Shaughnessy	01/17	Red
Information Sharing – local and national reports and research	Tina Wukics		Amber
Media liaison – when agencies are producing either reactive or proactive media information let partners know details where possible	Darren O'Shaughnessy		Amber
Marketing and promotion:	Darren O'Shaughnessy		
Council tax support	Darren O'Shaughnessy		02/16
Bank account	Darren O'Shaughnessy		02/16
Updated welfare reform note – sign posting people to advice agencies working together	Darren O'Shaughnessy		02/16
1 Annual update/briefings to senior officers, member etc., Scrutiny Board – where possible share and co-ordinate shared messages before presenting	Darren O'Shaughnessy	Annual December 2016	Amber

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3. SOCIAL POLICY			
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3(a)	BENEFIT CAP			
	Targeting and accessing people who are affected by the Benefit Cap <ul style="list-style-type: none"> - Organised 7 Advice Sessions over a 2-week period for those affected by the Benefit Cap. Supported by the public/vol/comm sectors - Produced a Benefit Cap leaflet and poster - Those affected were sent a letter with a leaflet outlining where they could access the advice sessions. - Arranged in the areas where there the number of people were most affected using Insight data. 	Sub-group	November 2016	11/16
	Targeting and accessing people who are affected by the Benefit Cap but to focus the work on schools and children's centres across the city <ul style="list-style-type: none"> - To brief the next meeting of the Partnership Co-ordination meeting at children's centres - To focus on schools and children's centres in the areas identified by the number of families affected by the benefit cap - 	Sub-group Meeting	December 2017	
3(b) UNIVERSAL CREDIT				
	Partners to provide an update at each meeting	All		
	Produce a leaflet and send out with the Council Tax Support bills.	All		02/16
	DWP to report on progress at each meeting and give answers to questions presented at the previous meeting.	Iona Old	March 2016	03/16
May 2016			05/16	

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			July 2016	07/16
			September 2016	09/16
			December 2016	
	Produce a range of case studies that can be shared at meetings e.g. WRWTG/SCRUCO	Janet Gurney/Alan Markey/Ed Hodson	Minimum of 6 per year	
	At each meeting, Revenue and Benefits Department will up-date and produce a report on the impact of Universal Credit in Coventry. (The demographics needed are: age, ethnicity, and level of arrears).	Debbie Horton-Rayner	March 2016	03/16
			May 2016	05/16
			July 2016	07/16
			September 2016	09/16
			December 2016	12/16
3(c) SANCTIONS				
	DWP to give a regular update on sanctions in Coventry.	Iona Old	March 2016	03/16
			May 2016	05/16
			July 2016	07/16
			September 2016	
			December 2016	
	Awareness raising of the Sanctions Hotline with partners and organisations: - Coventry Cyrenians - done - Syrian Programme - done	Janet Gurney	4 x per year	
3(d) PIP				
	To provide training for advisors.	Janet Gurney	April 2017	
	To raise the awareness nationally of local PIP issues and to monitor local evidence and issues.	Janet Gurney Ed Hodson	April 2017	

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To produce a pack for GPs re: medical evidence	Janet Gurney	January 2017	
An awareness training session to be delivered to GPs	Janet Gurney	1 x year	11/16
Distribute the latest leaflets to clients from www.Gov.uk to support the continuing roll-out of Personal Independence Payment (PIP) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494084/dla-ending-leaflet-dla-pip-01.pdf	All		
3(e) COMMUNITY SUPPORT FUND AND DHP			
Feed into the processes and policies of CSF and DHP	All	Ongoing	
Take-up and overall spend to be discussed at the next meeting	Glenda Cowley	Sept 2016	
3(f) COUNCIL TAX SUPPORT			
Update regularly and monitor impact of CSF and make recommendations	Karen Gist		
3(g) UNDER OCCUPATION			
New leaflet regarding under occupation to be produced and will be accessible via CLC website.	Janet Gurney	December 2016	
4. RESEARCH			
To produce FACTS a bi-monthly summary of the statistics around Welfare Reform.	Insight Team	Quarterly	
FACTS sheet to be produced for Scruco	Richard Evan/Tina Wukics	Scruco meeting in January 17	
PhD student to assist on Welfare Reform research projects and other pieces of work that are deemed appropriate to the post.	James Harrison Andy Baker Wendy Eades	April 2017	

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First draft of the report to be presented by Wendy Eades	Wendy Eades	January 2017	Yellow
Collect and share any information, learning and research that would enhance collaborative working and be value for money.	All	On-going	Yellow
Closely monitors the impact of the welfare reforms, particularly in relation to the impact on young people, including Looked After Children and Care Leavers ¹	Iona Old	January 2017	Red
Analysis of the food vouchers issued by Coventry Citizens Advice to identify any trends over a 12 month period	Ed Hodson	January 2017	Red
4(a) Horizon Scanning			
Keep an eye on the under 25's – observe and share knowledge and information with the group as it arises.	All	April 2017	Red
Keep an eye on the number of families affected by the 'Pay to Stay' (<i>Proposals now withdrawn so no further action needed</i>)	All	December 2016	Green
Raising awareness of the 'right to appeal' (but there will be information available on the CLC website).	All		Red

¹ SCRUCO recommendations

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5. CAMPAIGNS			
Benefit Cap to be introduced in November 2016. DWP to give numbers of people to be affected in Coventry to R&B in May 2016.	Karen Gist/Tina Wukics		Green
Making sure that peoples benefits are maximised and see what other support is out there	All	November 2016 – April 2017	Yellow
Disability Benefit Campaign – issue around the refugee and migrants that cannot claim benefits	All	April 2017	Red
Potential awareness campaign around universal Credit and pensioners (different assessment of couples under UC)	Janet Gurney	Summer 2017	Red
Community Support Fund and DHP – If there is likely to be an underspend we need to campaign. Campaign if there is an underspend– *look at process/barriers – *look at processes and reasons for refusal.	All	January 2017	Red
Under 25's – take-up (links with SCRUCO)		January 2107	Red
Homelessness – private landlords checking papers			Red
Discussion regarding the links to SCRUCO. Group to decide on the following: <ul style="list-style-type: none"> • Are there any particular issues that you think would benefit from Scrutiny engagement and • Do you have any idea about what point in the year would be most appropriate? 	All	December 2016	Yellow