

Appendix A

MODERNISING VOCATIONAL SERVICES - COMMUNICATION AND CONSULTATION ACTION PLAN

FORMAL CONSULTATION PROCESS

Action	Target Audience	Suggested timing	Handled by	Status
Formal consultation launched – documents and leaflets sent to key stakeholders	All stakeholders	Early November 2006	Julie Grant, Trust Communications	Wellbeing and Social Inclusion document completed. Proposed leaflet also completed.
Consultation documents and details uploaded onto Trust website and intranet	Trust staff and public	Early November 2006	Julie Grant, Communications	Ready for 1 st November 2006
Send consultation document to East Midlands Strategic Health Authority (SHA) via communications	East Midlands SHA	Early November 2006 and maintain regular contact thereafter	Communications	Ready for 1 st November 2006
Take paper to Board meetings of Nottinghamshire health services	PCTs, Acutes, Notts Healthcare Trust and Social Services	October 2006	Adele Cresswell	For receiving and approval
Communicate and consult with affected staff and patients – letting them have the leaflet	Service Users and community staff	Early November 2006	Adele Cresswell	Initial letter has gone out. Leaflet to follow.
Draft press release for media	Media (Nottingham community)	Early November 2006	Julie Grant, Communications	
Send press release to Nottingham media	Media (Nottingham community)	Early November 2006 and regular updates thereafter	Julie Grant, Communications	
Send press release to Trent SHA and MPs for information	Trent SHA and MPs	Early November 2006	Julie Grant, Communications	

Public meetings to be arranged – Tuesday 5 th December at 6pm to 8pm – venue: Involvement Centre, The Resource, DMH. Wednesday 6 th December at 11.30 to 1.30pm at The Central Methodist Church, Lower Parliament Street, Nottingham,	All stakeholders	1 st week December 2006	Adele Cresswell John Brewin John Howat Julie Gardner Mel McAdam Paul Sanguinazzi	Paul Sanguinazzi facilitating the forums.
Communicate with complaints officer re responding to complaints	All stakeholders	From November 2006 onwards	Julie Grant, Communications	
Information sheet and Q&As for meetings	Meetings as requested	End November 2006 (in time for public forum meetings in December)	Julie Grant, Communications / Adele Cresswell	
Presentation to staff at Staff Seminar	Trust staff	End November 2006	Adele Cresswell	
Presentation to Joint Overview and Scrutiny Committee (OSC)	Joint OSC Councils	13 th February 2007 followed by regular updates	Adele Cresswell John Brewin	
Other stakeholder meetings	Stakeholders	November 2006 onwards	Adele Cresswell – as per timeline already drafted	Timeline for the consultation process and meetings in hand

APPENDIX 1: STAKEHOLDERS

Councils (Nottingham City Council, Rushcliffe Borough Council, Gedling Borough Council, Broxtowe Borough Council and Ashfield District Council)

Independent sector organisations

Local communities

Media (Nottingham community)

MPs

Notts Healthcare Trust

Service Users

Carers

Patient and Public Involvement (PPI) Forums/Patient Groups

Staff

Voluntary sector organisations