

People Directorate
Social Care Framework – Outline Consultation Plan

This schedule gives an overview of the Consultation and Engagement plan for the proposed changes to the commissioning of social care.

Activity and Stakeholder	Detail	Start Date	Completion Date
Develop stakeholder consultation plan.	Detailed planning about how best to communicate and consult with service users, family carers, providers, staff and trade unions.	January 2017	March 2017
Produce consultation documentation	Define and produce content of consultation documentation and questionnaires. Ensure development in accessible formats.	February 2017	March 2017
Cabinet Report approval	Presentation of report to Cabinet for approval	21 March 2017	21 March 2017
Cabinet decision disseminated	Briefing Note to Communications Team	March 2017	March 2017
Be Heard Website	Documents posted on website with comment form and FAQs	March 2017	March 2017
Inform service users, carers, providers and staff of scheduled consultation events	Information issued to service users, carers, providers and staff to advise how to engage with the consultation process.	March/April 2017	March/April 2017
Service user and carer consultation	A range of forums and formats for service users and carers to discuss the Commissioning Strategy and its impact.	April 2017	June 2017
Providers consultation	A range of forums and formats for providers to discuss the Commissioning Strategy and its impact.	April 2017	June 2017
Staff and partner consultation	A range of forums and formats for staff and partner organisations to discuss the Commissioning Strategy and its impact.	April 2017	June 2017
Cabinet member briefings	To discuss the issues raised during consultation	April 2017	June 2017
Evaluation	To summarise and report on the information gathered during the consultation process	July 2017	August 2017
Impact Assessment	Carry out full equality impact assessment	July 2017	August 2017
Development of final Commissioning Strategy	Development and finalisation of the final Commissioning Strategy which takes into account the outcome of all consultation and engagement activity.	August 2017	September 2017
Cabinet Report approval	Presentation of final Commissioning Strategy to Cabinet for approval.	September 2017	September 2017