

People Directorate
Internal Care Review Care Centres – Outline Consultation Plan

This schedule gives an overview of the Consultation and Engagement plan for the proposed changes to the Council's residential Care Centre service provided in the Norman Power Centre and Perry Tree Centre.

| Activity and Stakeholder | Detail | Start Date | Completion Date |
|--|--|----------------------------|------------------------|
| Cabinet Report governance process begins | Feedback from the Corporate and Directorate budget consultation 2016+ is incorporated into key decisions. | February 2016 | June 2016 |
| Develop stakeholder consultation plan. | Detailed planning about how best to communicate and consult with service users, family carers, staff and trade unions. | May 2016 | June 2016 |
| Produce consultation documentation | Define and produce content of consultation documentation and questionnaires. Ensure development in accessible formats. | June 2016 | July 2016 |
| Cabinet Report approval | Presentation of report to Cabinet for approval | 26 th July 2016 | |
| Cabinet decision disseminated | Briefing Note to Communications Team | August 2016 | August 2016 |
| Be Heard Website | Documents posted on website with comment form and FAQs | August 2016 | August 2016 |
| Inform service users, carers and staff scheduled consultation meetings | Invites issued to service users, carers and staff. | August 2016 | August 2016 |
| Service user and carer consultation meetings | Meetings with groups of service users and carers to discuss the vision, proposals and impact. | August 2016 | October 2016 |
| Staff and Trade union consultation meetings | Meetings with groups of staff and trade unions to discuss the vision, proposals and impact. | August 2016 | October 2016 |
| Cabinet member briefing | To discuss the issues raised during consultation | August 2016 | October 2016 |
| Evaluation | To summarise and report on the information gathered during the consultation process | November 2016 | |
| Impact Assessment | Carry out full equality impact assessment | November 2016 | |
| Development of Full Business Case | Development and finalisation of the Full Business Case which takes into account the outcome of all consultation and engagement activity. | November 2016 | |
| Cabinet Report approval | Presentation of Full Business Case report to Cabinet for approval | November 2016 | |