

**People Directorate
Internal Care Review Short Breaks – Outline Consultation Plan**

This schedule gives an overview of the Consultation and Engagement plan for the proposed changes to the Council's residential short breaks service.

Activity and Stakeholder	Detail	Start Date	Completion Date
Service user and carer pre-consultation engagement sessions	Early engagement with this key stakeholder group to identify what we need to put in place to 'consult in the best possible way', test the consultation messages and ensure responses are developed to the frequently asked questions	April 2016	April 2016
Cabinet Report governance process begins	Feedback from the Corporate and Directorate budget consultation 2016+ and the early engagement sessions is incorporated into key decisions.	April 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, based on feedback from the early engagement sessions.	May 2016	June 2016
Produce consultation documentation	Define and produce content of consultation documentation and questionnaires. Ensure development in accessible formats.	May 2016	June 2016
Cabinet Report approval	Presentation of report to Cabinet for approval	28 th June 2016	28 th June 2016
Cabinet decision disseminated	Briefing Note to Communications Team	July 2016	July 2016
Be Heard Website	Documents posted on website with comment form and FAQs	July 2016	July 2016
Inform service users, carers and staff scheduled consultation meetings	Invites issued to service users, carers and staff.	July 2016	July 2016
Service user and carer consultation meetings	Meetings with groups of service users and carers to discuss the vision, proposals and impact.	July 2016	September 2016
Staff and Trade union consultation	Meetings with groups of staff and trade unions to discuss the	July 2016	September 2016

meetings	vision, proposals and impact.		
Cabinet member briefing	To discuss the issues raised during consultation	July 2016	September 2016
Evaluation	To summarise and report on the information gathered during the consultation process	September 2016	October 2016
Impact Assessment	Carry out full equality impact assessment	September 2016	September 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.	September 2016	October 2016
Cabinet Report approval	Presentation of Full Business Case report to Cabinet for approval	November 2016	November 2016