

NHS County Durham Consultation Plan

CONSULTATION ON THE FUTURE PROVISION OF INPATIENT ADULT AND OLDER PERSONS MENTAL HEALTH BEDS FOR NORTH EASINGTON

	Audience	Method of communication	Actions	Lead	Timescale	Progress/outcome
Internal communication	NHS County Durham	Paper to Senior Management Team	Paper detailing consultation plan, consultation documentation to be prepared and presented to Senior Management Team	GB BK		Presented
		Written and electronic	Consultation document and covering letter to be forwarded to relevant Directors with a request to cascade to relevant leads	GB BK		
External Communication	Durham Health Overview and Scrutiny Committee	Engagement with Health Overview and Scrutiny Committee	Organise attendance at OSC during consultation period to inform and update members on process, progress and receive feedback on proposal	GB	Sept 09	
			Schedule follow-up meeting post consultation to discuss feedback with members	GB	Dec 09	
	Durham County Council	Written notification	Send hard copy of consultation document	GB BK	Sept 09	

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			with covering letter to elected members and directors			
		Engagement via Joint Commissioning Group for Mental Health	Organise attendance during consultation period to report progress and receive feedback	GB NN	Dec 08	
		Engagement with Integrated Mental Health Teams	Written information to be circulated; arrange attendance at Team meetings	GB NN		
	Members of Parliament	Briefing sheet detailing summary and web link	Complete briefing sheet template- available via Communications Department to John Cummings MP	GB	Oct 09	
	Sunderland PCT	Telephone written and electronic	Consultation document shared. Agreed process of engagement with Cherry Knowle consultation	GB	Sept 09	
	Service users and carers	Engagement through local events; underpinned by written information as detailed in the	Targeted consultation events to be arranged which are user friendly	VF KH GB	Dates to be agreed	

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		consultation document				
	General public and stakeholders	Engagement through local events; underpinned by written information as detailed in the consultation document	Public meetings in North Easington,	VF KH GB	Nov 09	
		Press release	Organise press release via Communication Department at beginning of the consultation period – detailing date, time, venue of public meetings; to be followed up by further press release at end of consultation period	GB SC		
	Third sector	Hard copy and electronic version of consultation document with covering letter	Send hard copy and covering letter to: - MIND - Carers Centres - Age concern	GB	Sept 09	
		Distribution of consultation documents to	Send hard copy of consultation document via preferred method	KH GB	Sept 09	

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	Audience	Method of communication	Actions	Lead	Timescale	Progress/outcome
		involvement databases				
	LINK County Durham	Hard copy of consultation document with covering letter	Send copy consultation plan and consultation document with covering letter	GB	Sept 09	
	Easington PBC Cluster, GPs, Practice Managers	Engagement via PBC cluster meetings; underpinned by written information as detailed in the consultation document	Forward electronic consultation document and covering letter to PBC Cluster Group and PBC Chair	GB	Sept 09	
Present proposal to PBC meetings			GB LO			
Hard copy of consultation document with covering letter		Forward electronic consultation document and covering letter to Practice Managers	GB LO			
	Tees Esk and Wear Valleys NHS Foundation Trust	Engagement via Lead Director; underpinned by written information as detailed in the consultation document		GB		

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	Audience	Method of communication	Actions	Lead	Timescale	Progress/outcome
	Northumberland Tyne and Wear NHS Trust	Engagement via Lead Director; underpinned by written information as detailed in the consultation document		GB		Notification already supplied
	Acute Trust: County Durham and Darlington Foundation Trust	Hard copy of consultation document with covering letter	Forward to Chief Exec/Chair; request cascade to relevant departments as appropriate	GB BK	Sept09	