

## Foundation Trust consultation and membership activity

	CURRENT STATUS	TARGET / REQUIREMENT	COMMENTS / ACTIONS
<b>PUBLIC CONSULTATION</b>	<ul style="list-style-type: none"> <li>• Full consultation document published, summary document also available</li> <li>• Launch meeting and Health Fair 30.9.09</li> <li>• 21 public meetings (neighbourhood forum meetings) attended to date - approx 500 members of public</li> <li>• Consultation documents sent to all Leeds GP surgeries and public libraries</li> </ul>	<ul style="list-style-type: none"> <li>• Robust public consultation</li> <li>• Representative Membership developed</li> <li>• Staff and stakeholder involvement in development of IBP</li> <li>• Continued commitment to FT culture change</li> </ul>	<ul style="list-style-type: none"> <li>• 40 public meetings scheduled</li> <li>• Feedback and questions logged for each meeting attended so far</li> <li>• 7 stakeholder / public open consultation workshops scheduled mid Nov - early December</li> </ul>
<b>STAFF CONSULTATION</b>	<ul style="list-style-type: none"> <li>• Full consultation document published, summary document also available</li> <li>• 7 staff meetings held - approx 200 staff</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to play an active part in the dialogue and deliberations around FT application</li> </ul>	<ul style="list-style-type: none"> <li>• 7 staff road shows scheduled</li> <li>• TCNC meeting 1 December</li> <li>• SMSC meeting tbc</li> </ul>
<b>STAKEHOLDER CONSULTATION</b>	<ul style="list-style-type: none"> <li>• 2000 letter to stakeholder groups notifying consultation</li> <li>• Further 2000 letters sent to stakeholder groups enclosing consultation document</li> <li>• Letters to 150 GP practices notifying consultation</li> <li>• Further letter to 150 GP practices enclosing consultation documents</li> <li>• Appointed Governor organisations notified</li> </ul>	<ul style="list-style-type: none"> <li>• Requirement to be able to list and describe the key areas of interest of main stakeholder organisations</li> </ul>	<ul style="list-style-type: none"> <li>• 7 stakeholder / public open consultation workshops scheduled mid Nov - early December</li> <li>• Second stage contact with stakeholder organisations to report public engagement activity and request feedback from stakeholder organisations</li> </ul>

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<b>MEMBERSHIP</b>	<ul style="list-style-type: none"> <li>900 letters sent to volunteers enclosing consultation document and inviting membership applications - 2 face to face meetings with volunteers to discuss membership</li> </ul>	<ul style="list-style-type: none"> <li>11,000 public members</li> <li>14,000 staff members</li> </ul>	<ul style="list-style-type: none"> <li>Membership letters included in all in / out patient letters due to begin Nov -</li> <li>Developing outline database management project</li> </ul>

**Communications & Corporate Affairs**  
**November 2009**