

Consultation and Communication Plan – Summary

| APPROACH | INTENDED AUDIENCE | INFORMATION FORMAT |
|---|--|---|
| Reference Group | Service users and carers | Advertise for nominations or self-nominations Briefing document(s) and workshop discussions |
| Focus Group | Voluntary organisations | Advertise for nominations or self-nominations Briefing document(s) and workshop discussions |
| Survey/Questionnaire | All service users/carers Potential service users (Citizens Panel) | Advert/Notice Briefing document(s) including an explanation of how people may be affected by the options Questionnaire/survey Telephone helpline available |
| Briefing Document | Voluntary organisations who represent service users or provide services Other council services e.g. Supporting People Members of staff Service providers (including the independent sector) Members MPs | Briefing document with covering letter and an explanation of the context |
| Briefing Meetings | Members workshop Learning Disability Partnership Board Members of staff (on request) Service providers (on request) | Presentation Briefing document with covering letter and an explanation of the context, including an explanation of how people may be affected by the options Option to complete questionnaire |
| Attendance at Forums and Reference Groups (to ensure that minority groups are effectively engaged in the consultation) | Service users and carers groups Voluntary sector organisations and forums | Presentation Briefing document with covering letter and an explanation of the context, including an explanation of how people may be affected by the options Option to complete questionnaire |
| General Notice | Citizens of Leeds | About Leeds newspaper Invitation to ask for further information and provide comments |

