

**Consultation and Communication Plan – Summary**

APPROACH	INTENDED AUDIENCE	INFORMATION FORMAT
<b>Reference Group</b>	Service users and carers	Advertise for nominations or self-nominations Briefing document(s) and workshop discussions
<b>Focus Group</b>	Voluntary organisations	Advertise for nominations or self-nominations Briefing document(s) and workshop discussions
<b>Survey/Questionnaire</b>	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
<b>Briefing Document</b>	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
<b>Briefing Meetings</b>	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
<b>Attendance at Forums and Reference Groups (to ensure that minority groups are effectively engaged in the consultation)</b>	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
<b>General Notice</b>	Citizens of Leeds	About Leeds newspaper Invitation to ask for further information and provide comments

