

# DRAFT Communication Calendar 2010-11 - The Future of Residential and Day Care Services Programme

2010	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M		
December			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31			
					AC - Full Chairs Brief								Executive Board	General - press release														
									SU/ Relatives/ Carers letter 1					SU/ Relatives/ Carers letter 3														
							Res and Day Staff letter 1			General - press release					Staff letter 2													
2011	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M		
January						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31		
	12 week consultation period begins																											
								E-Brief to all Ward Members	Awareness mtg with PUMs	Res and Day Staff letter 3 and Pack	AC - Inner NE CB / Outer		Scrutiny Board		AC - Outer South CB	AC - Inner East CB			AC - Outer NE CB		AC - Outer East CB				AC - Outer West Mtg	AC - Inner NE Mtg		
										General Wider Q on Talking Point	Letter and pack to VCF							HOPs Managers Mtg			AC - Inner South CB					AC - Outer South Mtg		
									Letter and pack to key partners	SU/ Rels / Carers letter 3 and Pack																		
2011	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M		
February			1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28						
	12 week consultation period begins																											
				AC - Inner East Mtg			AC - Outer NE Mtg	AC - Outer East Mtg	AC - Inner South Mtg					AC - Inner West Mtg						AC - Inner NW Mtg								
							AC - Outer NW Mtg		AC - Inner NW CB				Scrutiny Board															
	Res and Day Staff Sessions - Update on option appraisal and resident questionnaire briefing										Service Users, Relatives and Carers - One to one interview with questionnaire and bespoke pack around specific unit with details of appraisal process and proposed option information.																	
2011	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M		
March			1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	Apr-01	Apr-02	
	12 week consultation period begins																											
															Scrutiny Board													
	Service Users, Relatives and Carers - One to one interview with questionnaire and bespoke pack around specific unit with details of appraisal process and proposed option information.																											

- = 12 week consultation period
- = Key Partners
- = Elected Members
- = Res and Day Care Staff
- = Service Users, Relatives and Carers
- = General Public
- = VCF Organisations