DRAFT Stage One Key Stakeholder Communication Journeys – December 2010 to April 2011

Service user/ relative/carer

Telephone helpline and email available throughout consultation period

- Letter One – 9th December 2010 – Outlining Executive Board Report proposals
- Letter Two – 16th December 2010 – Informing of Executive Board approval and further consultation details
- Letter Three – 10th January 2011 – Providing confirmation of consultation dates for individuals and outline process
- Information Pack/ Factsheet – *to be sent with letter 3 as above*
- Phase 2 - Future of ASC Consultation Events ?? (Lead - Janet Somers, dates to be confirmed)
- One to one questionnaire with proposed option for specific unit – 7th Feb 2011

Staff at Residential and Day Care

Regular staff briefings with managers through the consultation period – dates dependent upon unit

- Letter One – 9th December 2010 – Outlining Executive Board Report proposals
- Letter Two – 16th December 2010 – Informing of Executive Board approval and further consultation details
- Letter Three – 7th January 2011 – Providing confirmation of consultation dates and outline process
- Staff Awareness – Meeting with PUMs w/c 3rd January 2011 – Update on process
- Staff Questionnaire to identify future employment choices Early January 2011
- Staff Sessions – Early February 2011 – Update and briefing/ training on SU questionnaire

Citizens of Leeds

Leeds City Council website updates – January onwards

- Press article YEP – 8th December 2010
- Press Release – 16th December 2010
- Wider Questionnaire – 10th January 2011 – Identifying expectations of future services for older people
- Phase 2 - Future of ASC Consultation Events ?? (Lead - Janet Somers, dates to be confirmed)

Wider ASC staff

- E-Brief to ASC Managers – w/c 20th December 2010
- Phase 2 - Future of ASC Consultation Events ?? (Lead - Janet Somers, dates to be confirmed)
- Initial meeting end of January 2011 with Unions outlining plans

VCF Organisations

- Letter/Factsheet outlining the programme – 5th January 2011
- Phase 2 - Future of ASC Consultation Events ?? (Lead - Janet Somers, dates to be confirmed)
- Individual meetings arranged with specific organisations – February and March 2011

Elected Members

Regular weekly briefings with Lead Member for Adult Social Care

- Executive Board Report – 15th December 2010
- Area Committees Chairs full meeting – 3rd December 2010
- Briefing note to all members – w/c 20th December 2010
- Individual Area Committee Chairs Brief and Meetings – January and February 2011
- Scrutiny Board Report – 12th January 2011 – Update on progress
- Scrutiny Board Report – 15th February 2011 – Option proposals update

Key Partners

- Letter/Factsheet outlining the programme – 5th January 2011
- Phase 2 - Future of ASC Consultation Events ?? (Lead - Janet Somers, dates to be confirmed)
- Individual sessions arranged using existing meetings – February and March 2011

Providers

- Letter outlining the programme from Dennis Holmes ??
- Phase 2 - Future of ASC Consultation Events ?? (Lead - Janet Somers, dates to be confirmed)
- Meeting with key providers and Senior ASC Officers ?

Key:

Red – incomplete/issues
Amber – On target
Green - Complete

Indicates method of communication that exists throughout process