

POTENTIAL ORGANISATION CHANGE – CONSULTATION PLAN
UPDATED SEPTEMBER 2005

ACTION	LEAD	TARGET DATE	OUTCOME
Options for formal consultation recommended	Project Board	July 26, 2005	Achieved
Approval for formal consultation option	Trusts Boards	July 27, 2005 (TNEY) July 28, 2005 (CDD)	Agreed Agreed
Consultation document agreed	Project Board	August 4, 2005	Achieved
Consultation document circulated to: <ul style="list-style-type: none"> • local & regional union reps • Patient Forums • LAs • SHAs • PCTs • Partnership Boards • LITs • MPs • User/carer groups • Project board/sub group • Media • Libraries • Trust premises 	Project manager	Wk beginning August 15, 2005	Achieved and requests for further copies received from different stakeholders
Consultation document placed on websites/intranets	Trusts comms. leads	Wk. beginning August 15, 2005	Achieved
Internal staff briefings	Trust comms. leads	Started wk. beginning August 15, 2005	Ongoing
Consultation document circulated to staff via payslips	Trust comms leads	Wk. beginning August 22, 2005	Achieved
Posters publicising public meetings circulated to all trust premises, libraries and external stakeholders	Project manager	Wk. beginning August 29, 2005	Achieved
Press release to all media advertising public meetings	Project manager	Wk. beginning August 29, 2005	Achieved
Paid for advertising of public meetings	Project manager	Started wk. beginning August 29, 2005	Ongoing
Public meetings	Project manager/CEOs	Started wk. beginning Sept 12	Ongoing

Further letter to external stakeholders encouraging comments	Project manager	Wk beginning Sept 19, 2005	In hand
Further staff briefing encouraging comments	Trust comms leads	Wk beginning Sept 26, 2005	
Formal briefing for unions	Project manager/CEOs	TNEY – Sept. 16, 2005 CDDPS - ?	
Consultation with LA overview & scrutiny	Project manager/CEOs	Tees valley – Aug 15 North York – Oct 3 Durham – Oct 3	
Further letter to external stakeholders encouraging comments	Project manager	Wk. beginning Oct 24	
Further staff briefing encouraging comments	Trust comms leads	Wk beginning Oct 24	
Further press release to all media encouraging comments	Project manager	Wk beginning Oct 24	
Formal consultation ends		November 14	
Formal consultation report presented to project board	Project manager	November 17	
Consultation report presented to trusts boards		TNEY – Nov 30 CDDPS – Dec 1	