

Consultation Plan
Formal Consultation Monday 05 July to Sunday 03 October 2010

Cambridge Medical Group

Date	Purpose	Audience	Action	Location	Lead	Progress / Completion
W/C 28.06.10	Informing & Involving	Health Scrutiny Panel	Briefing sent to OSC with cover letter offering to attend meeting	N/A	SM/MW	
W/C 28.06.10	Informing & Involving	Middlesbrough Local Involvement Network (LINK)	Briefing sent to LINK with cover letter offering to attend meeting	N/A	SM/MW	
Ongoing	Informing & Involving	Practice Staff	Updates at Staff Meetings	Cambridge Medical Group	AJ	
W/C 28.06.10	Informing	NHS Middlesbrough staff	Updates in staff newsletter <i>Up2Speed</i>	N/A	NE	
Ongoing						
07.07.10	Informing	Independent Contractors and Staff	Updates in independent contractor's newsletter <i>Contractors Chronicle</i>	N/A	ML	
Ongoing						
07.07.10	Informing	Middlesbrough, Redcar & Cleveland Community Services (MRCCS) Staff	Updates in staff newsletter <i>Endeavour</i>	N/A	ML/PS	
Ongoing						
W/C 07.07.10 onwards	Informing & Involving	Patients, Carers and Public	Information on www.middlesbrough.nhs.uk	N/A	NE	
W/C 28.06.10	Informing & Involving	Patients, Carers and Public	Press Release to local media contacts	N/A	ML	

W/C 28.06.10	Informing & Involving	Patients, Carers and Public	Updates in MY NHS newsletter	N/A	NE	
W/C 28.06.10	Informing & Involving	Patients, Carers and Public	Updates in Health Supplements	N/A	ML	
W/C 28.06.10	Informing & Involving	Registered Patients	Information letter to all registered patient Head of Households inviting to drop-ins / meeting	N/A	AJ	
W/C 28.06.10	Informing & Involving	Key local stakeholders: <ul style="list-style-type: none"> ➤ CLMC ➤ Local Strategic Partnership ➤ MP ➤ Neighbourhood Consultative Forums ➤ MVDA ➤ Ward Councillors 	Information letter & invitation to drop-ins / meeting	N/A	SM/MW	
W/C 28.06.10	Informing & Involving	Voluntary and community sector stakeholders	Information letter including invitation to drop-ins / meeting	N/A	SM/MW	
W/C 28.06.10	Informing & Involving	Local businesses / residents identified as part of planning process	Information letter including invitation to drop-ins / meeting	N/A	AJ /SD	
W/C 28.06.10 onwards	Informing & Involving	Patients, Carers and Public	Display of plans, information and suggestion box in Surgery waiting area	Cambridge Medical Group	AJ	
20.07.10 5.30pm –8.00pm	Informing & Involving	Patients, Carers and Public	Drop-in session	Cambridge Medical Group	AJ	
19.08.10 6.00pm –8.00pm	Informing & Involving	Patients, Carers and Public	Public Meeting	St. Barnabas Church Hall	AJ/SD	

15.09.10 6-00pm -8.00pm	Informing & Involving	Patients, Carers and Public	Public Meeting	Acklam Hall	AJ/SD	
November 2010 onwards	Informing	Patients, Carers and Public	Consultation Report produced to inform decision-making process & development	N/A	AJ	
November 2010	Informing	All identified stakeholders	Update letter including outcome of Consultation and next steps	N/A	SM/AJ	
November 2010 onwards	Informing	Patients, Carers and Public	Display of information outlining outcome of Consultation and next steps in Surgery waiting area	Cambridge Medical Group	AJ	
November 2010	Informing & Involving	Patients, Carers and Public	Press Release outlining outcome of involvement and next steps	N/A	ML	
November 2010 onwards	Informing & Involving	Patients, Carers and Public	Updates on www.middlesbrough.nhs.uk	N/A	NE	

NB Further activity to inform stakeholders and registered patients of the details prior to any relocation, anticipated to be Winter 2011/Spring 2012

Key

SD = Sue Dunn, GFive Limited Medical Property Creation

NE = Nicky Easby, Internal Communications Officer, NHS Middlesbrough

SM = Sarah Marsay, Communication and Engagement Manager, NHS Middlesbrough

MW = Mark Welford, Communication and Engagement Officer, NHS Middlesbrough

MB = Malcolm Brydon, Primary Care and Community Commissioning Manager, NHS Middlesbrough

AJ = Alan Jackson Practice Manager, Cambridge Medical Group

ML = Marie Levy, Press and Public Affairs Officer, NHS Middlesbrough

PS = Phil Sandford, Communications and PR Manager, Middlesbrough, Redcar and Cleveland Community Services (MRCCS)