



## DAY SERVICES – CONSULTATION PLAN

Action	Process	Person Responsible	Timescale
Consult with users and carers	<ul style="list-style-type: none"> <li>Individual visits to service users and carers - complete matrix using ALD template</li> <li>Meet with EC and CW to brief on process</li> <li>Consult with users at satellite venues</li> <li>Consult with Bridgewater Service User Committee</li> <li>Consult with young people in transition from Children's to Adult Services</li> </ul>	EC & CW  RM/SO'S  EC & CW RM/SO'S  RM/SO'S	June/July 2009  5 June 2009  June/July 2009 Date to be arranged  Date to be arranged
Consult with staff group about future development of day services	<ul style="list-style-type: none"> <li>Initial meeting with staff</li> <li>Meet separately with staff not at initial meeting</li> <li>Fortnightly briefing meetings</li> <li>Staff supervision</li> <li>Three weekly management meetings</li> </ul>	RM RM  RM PS RM/SO'S	26 May 2009 Asap  From 5 June 2009 Ongoing Commenced 2008 and ongoing
Consult with Social Workers and other professionals	<ul style="list-style-type: none"> <li>Consult via team meetings and DMTs - OP LIT - PSD LIT</li> </ul>	RM/SO'S	June 2009 June 2009

**APPENDIX 1**

Action	Process	Person Responsible	Timescale
	<ul style="list-style-type: none"> <li>• Consult with individuals and service provision groups:               <ul style="list-style-type: none"> <li>- Sue Lightfoot</li> <li>- Trade Unions</li> <li>- Transport</li> <li>- Bridge Builders</li> <li>- Sure Start to Later Life</li> </ul> </li> <li>• Consult with councilors:               <ul style="list-style-type: none"> <li>- PPB</li> <li>- Ward councilors</li> </ul> </li> </ul>	<p style="text-align: center;">RM RM</p> <p style="text-align: center;">AW AW</p>	September 2009
Consult with Halton and St Helens PCT	<ul style="list-style-type: none"> <li>• Contact Halton and St Helens PCT for advice re appropriate forums for consultation</li> <li>• Health personnel to be included in specific group consultations eg. PSD and OP LITs</li> </ul>	RM	October 2009
Consult with specific interest groups and individuals	<ul style="list-style-type: none"> <li>• Carers Centre:               <ul style="list-style-type: none"> <li>- Cieran Shanahan</li> </ul> </li> <li>• Halton Disability Partnership:               <ul style="list-style-type: none"> <li>- Bob Bryan</li> <li>- Jimmy Awang</li> <li>- Norman Lloyd</li> </ul> </li> <li>• Halton Open</li> </ul>	SO'S SO'S RM/SO'S RM RM RM RM/SO'S	June/July 2009  June/July 2009 June/July 2009 June/July 2009 June/July 2009 June/July 2009
Report to Executive Board re. outcome of consultation	Report to Executive Board	RM/SO'S	October 2009

Action	Process	Person Responsible	Timescale
and recommendations			
Update SMT	Prepare interim reports to SMT	RM/SO'S	Monthly?
<p>Key messages to be conveyed throughout consultation process:</p> <ul style="list-style-type: none"> <li>• No loss of service</li> <li>• No staff losses</li> <li>• Programme of Change to be managed on a planned basis</li> <li>• Existing service outdates in the light of development of personalisation</li> <li>• Successful example of modernisation by modernisation of ALD services</li> <li>• Need to further develop rehab service</li> <li>• All new packages will be risk assessed</li> </ul>			

Key:

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 SO'S Stiofan O'Suillibhan  
 AW Audrey Williamson  
 PS Pete Smith  
 CW Cath Williams  
 EC Eileen Clarke

R McDonogh  
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 June 2009