

**BOLTON PCT - Equitable Access to Primary Medical Services
Communications and Consultation Plan**

	Brief description of activity	Date	Who is involved?	What are the expected outcomes?	How will these outcomes be fed into the Consultation Exercise?	Progress
1	Presentations to public and patients reps under the LINKS transitional arrangements	Meeting in May 2008	Former members of PPI Forum and others - to be confirmed	Raising awareness and gathering views on siting; content; access and potential provider options	Views will be recorded and fed into main report of Project Team for consideration in development of tender docs.	Agenda slot being arranged when transitional arrangements confirmed
2	Letter outlining project and consultation proposals to Chair of local Health Scrutiny Committee	March 2008	Local Authority Members	Formal notification of project and consultation activity as per Section 11 of Health & Social Care Act 2001	Views from this to be taken account of in the process for consultation.	
3	LOCAL GROUPS a. Article in local partner agency newsletters eg Jumbo (CVS Newsletter) inviting offer of presentation and discussion at meetings with interested groups including disability or condition-specific interest groups will include presentation to Health and Care Together b. Consult with Great Lever Neighbourhood Mgt Group and Rumworth NRS leads	Article drafted March 2008 Presentations during April to June 2008	Service users, carers and voluntary organisations with a special interest in issues relating to e.g. specific conditions or services, long-term-conditions, disability, sensory impairment etc.	To explain background to project and the proposals that are subject to consultation. To record all comments and questions raised and distribute feedback sheet for any follow-up comments	Views will be recorded and fed into main report of the project team	Jumbo article – date to be confirmed. Date for H&CT mtg to be confirmed
4	Presentation and Discussion at PCT Board	12 th March 2008	PCT Board, members of the public in attendance	Raising awareness and gathering initial views, making suggestions for detailed proposals and approval to progress to consultation and tender	Views will be recorded and fed into main report of Project Team.	Slot on agenda confirmed – to PEC 22 nd Feb MT 25 th Feb
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					Exercise?	
5	Information to PCT staff and presentation to Practice Manager Forum	April/May	PCT staff/Practice Staff	Raise awareness and gathering views	Raising awareness of report and meetings to be held in locality areas	Dates for PM Forum and PCT Staff Forum to be confirmed.
6	Principles of procurement process to be discussed at Informal mtg with LMC and formal LMC mtg	February 08	LMC reps	Raising awareness and request that views on process and scope of scheme	Views will be recorded and fed into Project Team	Discussed at Informal mtg in December and Formal LMC 21 st January
7	Press Release	March 2008	Local press and broadcast media, members of the public as readers, viewers and listeners	Raising awareness of report and how to make comments. Take account of reader responses on letters pages or Bolton News web site	Views will be recorded and fed into Project Team	Press release to be drafted March. Date to go in BN to be confirmed
8	Mail shot to all Local Representative Committees and wider GP and other practitioner communities	March 2008	LMC, LPC, LDC, LOC and all GP contractors	Raising awareness of the report and seek views	Views will be recorded and fed into main report of Project Group and, in turn, PCT Board and Scrutiny Committee	Following approval of mail shots and press release.
9	Briefing Document on PCT website	March 2008	Aimed at staff, patients and contractors	Encourage comments and feedback on proposals	Views to be fed into project group	Following approval of PCT Board in March

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10	Attendance at Local Area Forums in targeted areas in which the procurement will influence	Dates to be agreed	Councillors, community leaders, members of the public	To discuss with attendees and distribute literature and feedback forms.	Views will be recorded and fed into main report of Project Group and, in turn, PCT Board and Scrutiny Committee	
11	Presentation to Health Overview Committee	June/July 2008	Elected Members of Borough Council	Reporting on proposal; views gathered in consultation and gathering views from Council Members	Views will be recorded and fed into main report of Project Group	