

# Future of Acute Hospital Services in Worcestershire

Patient Public and Stakeholder Advisory Group 07: 14<sup>th</sup> July 2014

Enclosure 3

## Summary of Documentation to Patient Public and Stakeholder Advisory Group

|                 |                     |
|-----------------|---------------------|
| <b>Author:</b>  | Claire Austin       |
| <b>Subject:</b> | Consultation Update |
| <b>Mark As:</b> | Public              |

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| <b>Summary</b>  |
| <p>This paper aims to ensure that members of the Patient Public and Stakeholder Advisory Group are cognisant of all aspects of the planned public consultation including:</p> <ul style="list-style-type: none"> <li>• The Communications and Engagement Plan which will be submitted to NHS England on July 16<sup>th</sup> for the Assurance Panel meeting at the end of July</li> <li>• The status of the consultation document, summary consultation document and easy read version of the summary document</li> <li>• Appointment of the independent analyst to advise on the consultation questions and collate and analyse the consultation responses</li> </ul> |

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| <b>Risks (where identified)</b> |
| n/a                             |

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| <b>Recommendation</b>  |
| <p>The Patient, Public and Stakeholder Advisory Group is asked to</p> <ul style="list-style-type: none"> <li>▪ <u>Discuss and Note</u> the consultation update.</li> </ul> |

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| <b>Approval Process</b>      |                |                 |
| Meeting – PPS Advisory Group | Approved - Yes | Date - 04/07/14 |

Please tick box to confirm that the documentation takes into account the NHS Constitution

### **Communications and Engagement Plan**

The Approach to Consultation and Engagement paper which was assured by the Patient Public and Stakeholder Advisory Group has been amended into a formal Consultation and Engagement Plan which will be submitted to the NHS England Assurance Panel on July 16<sup>th</sup>. The paper is attached for information and comment. If at all possible, please send any comments in advance to [Claire.austin3@nhs.net](mailto:Claire.austin3@nhs.net). The plan includes the dates, venues and timings of all public meetings and roadshows which have been provisionally booked to date. These will be added to over the next few weeks. In addition to the planned public events we are already receiving requests for representatives from the programme to talk about the proposals at community group meetings.

### **Consultation documentation**

The first draft of the full consultation document, but without the chapter on the clinical proposals which were still being developed, was circulated to the reading panel and their comments have been incorporated. The revised document, which includes the chapter on the clinical proposals, will be circulated to the reading panel for further comment. Our plan is to incorporate any comments from the reading panel, NHS England and the Senior Responsible Officers for the Programme in a final version which will be designed at the beginning of August and be ready to print in time for the start of consultation on September 3<sup>rd</sup>. Once the full consultation document has been approved a summary version will be produced and this summary version will be used to develop the easy read version.

The current list of FAQs was circulated to all members of the PPSAG and we are grateful for all the additional questions which have been suggested. We are working on the answers.

The consultation branding has been adapted following feedback from the reading panel and copies of the chosen designs for the front cover of the consultation document, pop up banners, promotional postcards and posters will be circulated to the PPSAG members separately for information.

### **Appointment of independent analyst**

An independent analyst has been appointed to help prepare the questionnaire and undertake the analysis of all the responses received during the consultation.