

Consultation Plan - Billingham Headway Development

Date	Audience	Activity
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Formal Boards and Committees

June 2008	PCT Board	Board meeting
December 2008	OSC	Briefing sent to OSC with cover letter offering to attend meeting
December 2008	Local Involvement Network (LINK)	Briefing sent to LINK with cover letter offering to attend meeting

Staff

Ongoing	Practice Staff	Staff Meeting
Ongoing	PCT Staff (affected by proposed relocation)	Staff Meeting
January 2009	PCT / Provider Staff	Update in staff newsletter Up2Speed (North)
January 2009	Independent Contractors and Staff	Update in newly-established Independent Contractor Bulletin

Patients, the Public and Other Stakeholders

January 2009	Patients, Carers and Public	Information on www.tees-pcts.nhs.uk
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January 2009	Patients, Carers and Public	Press Release to local media contacts
Week Commencing 22/12/08	Registered Patients	Information letter, comment card, invitation to attend drop-in sessions
January 2009	Local Businesses (including Pharmacists)	Information letter, comment card, invitation to attend drop-in sessions
January 2009	Ward Councillors	Information letter, comment card, invitation to attend drop-in sessions
January 2009	Local Authority Adult & Children's Services (Executive Members)	Information letter, comment card, invitation to attend drop-in sessions
January 2009	Local MPs	Information letter, comment card, invitation to attend drop-in session
January 2009	Billingham Partnership	Information letter, comment card, invitation to attend drop-in sessions
January 2009	GP Practices (locally)	Information letter
January 2009	Voluntary / Community Groups	Information letter, comment card, invitation to attend drop-in sessions
January 2009	Residents via Billingham Regeneration	Information letter, comment card, invitation to attend drop-in sessions
20/12/2008-21/03/2009 – Throughout Consultation	Patients, Carers and Public	Display of plans, information and suggestion box in surgery waiting areas
During January, February and March 2009 – Details available at Surgeries	Patients, Carers and Public	Drop-in sessions at Surgeries – Details TBC
20/12/2008-21/03/2009 – Throughout Consultation	Patients, Carers and Public	Display of plans, information & suggestion box in Billingham Central Library
20/12/2008-21/03/2009 – Throughout Consultation	Patients, Carers and Public	Display of plans, information & suggestion box at Billingham Forum

During consultation	Patients, Carers and Public	Press releases highlighting drop-in sessions and display of information
After Consultation	All identified stakeholders, registered patients, and public engaged in the process	Information letters informing of outcome of consultation process and next steps
After Consultation	Patients, Carers and Public	Press Release
After Consultation	Patients, Carers and Public	Update www.tees-pcts.nhs.uk

Key

- 'Patients' means registered patients of:
 - Dr Entwistle & Hazarika, Queensway, Billingham
 - Dr Rasool, Queensway, Billingham
 - Dr Choudhury, Queensway, Billingham
 - Dr Geoghegan & Partners, Queensway, Billingham
 - Marsh House Medical Centre, 254 Marsh House Avenue, Billingham
 - Melrose Avenue Surgery, 38 Melrose Avenue, Billingham

- BHL means Billingham Headway Limited