

Summary of Consultation prior to and after June 2012

Staff Consultation activity

How	Details of activity
Surveys	145 surveys were circulated and a total of 21 were returned (14.4%). This figure does not represent the actual contributions made, as staff largely opted to engage through different feedback opportunities, largely staff meetings and individual or some collectively written responses.
Staff meetings	A total of 19 staff meetings were held across all accommodation services 8 th Feb -10 th May. (Please note the meetings held during February were to discuss the content of letters sent to staff explaining the consultation process).
One off Group meeting	8 th May – a core group of staff met with managers to look at alternative options they wanted to be included in the considerations for future proposals. These originated from a number of staff suggestions put forward.
Staff Consultation Sessions	A total of 4 sessions were held for staff at various times and locations – to maximise accessibility. This provided the opportunity for 76 members to attend. A total of 9 members of staff took this opportunity to participate. Subsequently only one session took place along with smaller staff meetings for those that requested to take part (6 staff).
Staff Focus Group	A platform for open dialogue between managers, staff and Unions was set up to discuss openly any future proposed changes to service provision. With an objective to provide a consultative forum. The focus group meets on a monthly basis and consists of 4 managers, 1 HR Lead, 1 Admin Support, 2 Unions reps, 2 Resource Officers, 2 Senior Care Officers and 8 Homecare Support Workers.
Communications	Staff initially received personal letters outlining the consultation process. Monthly Newsletters issued – Staff Focus Steered content of Newsletter

Carers /Families Consultation activity

How	Details of activity
Surveys	47 letters and surveys were circulated and a total of 27 were returned (57.5%).

Log of Communications	Issues of concern family feedback <i>A summary table of issues of concerns : see table 2.2 [June Report]</i>
One off meetings	Through out the process 1:1 meetings have been made available
Family /Carers Consultation Sessions	A total of 4 events were made available with 23 places offered at a variety of dates, times and venues across the city. A total of 9 places were taken up. In total 7 groups of family members, friends and carers attended these sessions. Each session was facilitated by a member of the Commissioning Support Unit along with 1 or 2 managers from Learning Disability services.
Communications	Family/Carers have received a combination of letters, newsletters, emails and personal phone calls during the process.
Further Meetings with Families	Further meeting and visits to proposed new service locations / involvement in proposed adaptations have been held with families as appropriate.

Key professionals Consultation activity

Key professionals included in the consultation process: Advoact, Speak out, AMAZE, Carers Centre, Day Options, Children's Learning Disability Services, behaviour Support Services, Care Management Group, Speech & Language, Community Nursing, Psychology, Psychiatry, Psychotherapy & Occupational.

How	Details of activity
Surveys	All key professionals were given the opportunity to participate in a survey via the on-line Consultation Portal. A total of 6 people responded.
Meetings held	24 th January initial meeting with Advoact Subsequent meeting on 4 th May with Advoact Further meeting with Advoact 30 th July 2012
Communications	Learning Disability Accommodation Operations Managers have made themselves available to attend staff meetings.