

Appendix 2

Overnight unit-based short breaks consultation Engagement timeline to 23 April 2018

The below activity has been carried out to engage with families and other stakeholders around the consultation of the overnight unit-based short breaks provision.

Date	Activity
07.12.17	Letter to families who use Ludlow Road advising them of upcoming Cabinet meeting item around the consultation
09-22.12.17	Telephone calls with parents who responded to letters
08.01.18	Consultation document, online survey and links to Cabinet paper/position statement uploaded to new information web page www.worcestershire.gov.uk/SENDupdates
09.01.18	Launch of consultation – Short Breaks update sent to SEND priority leads to cascade to teams, CWD team and YAT and colleagues within Health and Care Trust, Acute Trust and Acorns Children's Hospice.
10.01.18	Meeting with parent carer forum (Families in Partnership) to get input in regards to engaging with families
10.01.18	Meeting between commissioning team and social workers to share information about consultation and agree process for family meetings
10.01.18	Email to petition organisers - invite to a meeting
12.01.18	Letter to families who use Ludlow Road to confirm start of consultation and offer face to face meeting
15.01.18	Members briefing session
16.01.18	Easy Read version of consultation document uploaded on website
18.01 – 09.02.18	Face to face meetings with families who use Ludlow Road
19.01.18	Members briefing session
23.01.18	Follow up phone calls to families to ensure letters have been received and to offer meetings
23-30.01.18	Letters sent to users of other units advising of consultation
24.01.18	Additional 1:1 member briefing
25.01.18	Additional 1:1 member briefing
25.01.18	Frequently Asked Questions document uploaded to the website
25.01.18	Meeting with Providence Road managers to discuss proposal to increase bed capacity
26.01.18	Answers to specific family questions returned via email (2 families)
30.01.18	Letters sent to users of family-based overnight short breaks advising of consultation
01.02.18	Meeting with Health and Care Trust to discuss proposals for Ludlow Road and Osborne Court
02.02.18 & 08.02.18	Drop in session at Providence Road for families and social workers (letters/emails sent to advise of times)
09.02.18	Meeting with petition organisers
13.02.18 & 16.02.18	Drop in session at Osborne Court Road for families and social workers (letters/emails sent to advise of times)
20.02.18	Letters sent to users of all overnight units to advise of the end of the

	consultation period and next steps.
26.02.18	Letters sent to users of all overnight units to advise of meeting with Cllr Andy Roberts and the Health and Care Trust
08.03.18	Meeting with families, Cllr Andy Roberts and Debbie Herbert – The Artrix, Bromsgrove
09.03.18	Meeting with families and Health and Care Trust – Ludlow Road, Kidderminster. (HACT meeting with Debbie Herbert in attendance to answer any consultation questions)
21.03.18	8 th March meeting notes sent to attendees and added on website along with update on timescales for report being published w/c 9 th April
03.04.18	Letter sent to all units and added on website re not publishing on w/c 9 th April
19.04.18	Meeting with Health and Care Trust – Debbie Herbert and Sarah Wilkins
23.04.18	Letter sent to all units re Scrutiny Task Group report and OSPB meeting